



(YMCA Immigrant Services) JOB POSTING FOUR Positions

Title: **Saturday Study Skills Program Instructors, Teaching Assistant, and Program Liaison (Community Y location)**

Reports to: **Fadi Hamdan – Manager Child & Youth Settlement**

Position Status: **Seasonal – September to March; Saturday Mornings 9:00-1:00**

Salary: **\$19.78 - \$23.94/hour**

Start Date: September 14th, 2019

Office Location: **Community Y Gottingen St**

The Saturday Study Skills Program is an integral part of YMCA Immigrant Services programming for children and youth. These positions are part of a team that delivers engaging and interactive programming to an average of 25 children on a regular basis each week. The Program complements our School Settlement Program by providing educational, social and developmental opportunities that are necessary for the successful integration in NS schools.

Position Summary

The **Program Instructor** develops and leads engaging and interactive curriculum that builds on reading, writing and speaking English with immigrant elementary students. Lesson plans will focus on building self confidence and interpersonal skills of participants, as well as enhancing their community knowledge and cultural awareness.

The Saturday Study Skills **Teaching Assistant** will provide “two-deep leadership” and support to classroom instructors in delivering weekly lesson plans. This position ensuring the active engagement of all participants, and keeping activities on task

The Saturday Study Skills **Liaison** acts as the logistical or operational support for program delivery by the Instructors. This involves helping with space set up, maintaining client and attendance records, interacting with families as they drop off and pick up children and supporting recruitment and retention.

Qualifications

- Excellent interpersonal and communication skills
- Demonstrated discretion and sound judgement in the handling of confidential information
- Ability to speak Arabic is an asset
- Experience working with newcomer children in a group setting
- Excellent communication skills
- Familiarity and experience working with excel spreadsheets
- Demonstrated organizational skills and practices
- **Fluent in Somali would be an asset**

Apply Today

Please email your cover letter and resume in one document to Fadi Hamdan by **Tuesday September 6th, 2019**

We look forward to hearing from you.

Note: Successful candidates will be required to provide a current and satisfactory Criminal Record Check/Vulnerable Sector Check, Child Abuse Registry Check, and proof of valid First Aid and CPR training. Employees will be required to attend YMCA Child Protection Training