



# WESTMAN IMMIGRANT SERVICES

*Assisting people from around the world*

## JOB POSTING

**Position Title:** Summer Program Assistant

**Section:** Settlement Services

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### **PRIMARY FUNCTION**

The Summer Program Assistant will help Youth Program Facilitator carry out the objectives of Westman Immigrant Services' summer programming – specifically our summer camp. This includes, but is not limited to, scheduling activities, supervising volunteers, administering first-aid, and acting as a liaison between the Youth Facilitator, parents, staff and participants. The Assistant will manage daily supervision of camp participants, and facilitate games and activities on a day-to-day basis.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

The Summer Program Assistant will be responsible for assisting in the details involved in managing our summer camp program. This includes helping plan trips and activities, monitoring camp supplies and equipment, keeping up with camp enrollment and attendance, and upholding the standards and rules set forth by the Youth Program Facilitator.

The Assistant will ensure that participants are well behaved, safe and rules are being followed.

### **SKILLS, EDUCATION AND TRAINING**

Education and training needed for the Summer Program Assistant are the following:

- Possess leadership qualities
- Reliable and punctual
- Experience in childcare
- Trained in first aid
- Child abuse and Criminal Record check

### **SALARY**

The hourly wage rate of the Summer Program Assistant is \$12.00/hour. This position is 37 hours a week, and will run for 10 weeks from June 23<sup>rd</sup>-August 29<sup>th</sup>, 2019.

**IF YOU ARE INTERESTED IN THIS POSITION, REPLY WITH A COVER LETTER AND RESUME TO:**

[info@westmanimmigrantservices.ca](mailto:info@westmanimmigrantservices.ca)

**Deadline – FRIDAY, JUNE 14, 2019**

**Thank you to all who apply, but only those selected for interviews will be contacted.**

1001 Pacific Avenue ♦ Brandon, MB ♦ 204.727.6031 ♦ Fax: 204.725.4786  
[westmanimmigrantservices.ca](http://westmanimmigrantservices.ca)

