



**Cowichan
Neighbourhood
House
Association**

Cowichan Neighbourhood House Association

Box 457, 9806 Willow St.
Chemainus, BC, V0R 1K0
Phone/ Fax: (250) 246-3203
cnhaoffice@gmail.com, www.cnha.ca
www.facebook.com/Cowichan.Neighbourhood.House

2018 Student Job: Program Assistant for non-profit organization

Title: Programs Assistant

Hourly Pay: \$15.25/hr + 4% vacation pay (\$0.61/hr)

Hours/week: 30

Duration: 8-10 weeks starting June 1 (negotiable)

Application Deadline: 5pm, Saturday, May 19, 2018

Employer: Cowichan Neighbourhood House, Chemainus, BC

Conditions: post secondary student status, aged 30 years or less, and all conditions of the Canada Summer Job program (see eligibility below)

This position is ideal for a post-secondary student in Social Services, Community Development, Child & Youth Care, Education, Recreational Studies, Developmental Psychology, or related fields. The position affords an opportunity to gain experience in the non-profit sector and develop skills related to community development, mentoring youth (12-18 years) and organizational administration (scheduling, promotion, and recruitment). Must be available for work 30 hours a week for at least 8 weeks.

We can offer:

- * Free criminal record check
- * Free training, including First Aid & BC Food Safe certification and crisis intervention
- * Better employment conditions than Employment Standards
- * Accommodating and flexible schedule
- * Employment with a community based organization that has a positive impact

Eligibility

- student between 19 and 30 years of age;
- registered as a Full-Time student in the previous academic year and intending to return to school on a Full-Time basis in the next academic year (2018-2019);
- a Canadian citizen or permanent resident or have official refugee protection status under the Immigration and Refugee Protection Act (foreign students are not eligible);
- legally entitled to work in Canada, according to relevant provincial legislation & regulations.
- must be available for work 30 hours a week for at least 8 weeks
- must have reliable transportation to work
- and all other conditions of the Canada Summer Job program

Job Description

The student will work with the Steering Committee Chair, Board, Program Coordinator, and volunteers to run a daily community drop in and youth activities. Youth activities may include field trips, educational workshops, and local community events such as the Chemainus Parade.

Specific activities and schedule will be chosen to suit the successful applicant. Tasks and responsibilities include:

- Help plan, organize and run recreational, educational, art and/or sport, and leadership activities.
- Help supervise youth (12 to 18) in our Youth Drop-In, field trips, workshops, and other recreational and educational activities.
- Help supervise daily Community Drop-In and weekly Free Store.
- May have opportunities to work with the Municipality of North Cowichan's Youth Outreach Programmer to develop and implement appropriate activities.
- Assist with youth participation in community projects/events and youth fundraising efforts that support the above noted activities
- Promote and communicate activities to the public and other community groups (via posters, social media etc.)
- The student will be expected to work some evenings and weekends

Qualifications & Assets

The successful applicant must:

- Be able to develop a good rapport with Youth while maintaining appropriate boundaries
- Act as a mature role model
- Possess strong communication skills for interacting with a diverse population
- Sensitive to and respectful of cultural differences including local First Nations
- Be organized with a strong independent work ethic
- Have flexible time schedule

The following are strong assets:

- previous employment or volunteer experience in a non-profit organization
- studying for a degree in a relevant field (e.g., Community Development, Recreational Studies and Child & Youth Care, Education, Social Work, Child Psychology, etc.).
- previous workshop experience in relevant areas
- computer literate
- Be enthusiastic and energetic with artistic and/or musical and/or athletic skills

Supervision & Mentoring plan

The student will be asked to develop a personalized learning/work plan in consultation with the Steering Committee Chair and a member of the executive, stating goals and objectives and job duties for their term with the association. This will ensure that the position complements the applicant's educational and skill development needs. The supervisors will use this learning/work plan to give constructive feedback.

The direct supervisors are the President, Steering Committee Chair, and Program Coordinator. All of the organized activities will happen in the presence of either the Chair of the Steering Committee, the Program Coordinator, a senior CNHA volunteer, or the North Cowichan Outreach Worker.

How to Apply

Please e-mail both a cover letter and a resumé addressed to Arlene Robinson, Steering Committee Chair, at cnhaoffice@gmail.com by 5 pm, Saturday, May 19, 2018. **Please state your student status in the resume or letter.**

About Us

Cowichan Neighbourhood House (CNHA) is a volunteer run non-profit organization located in Chemainus, BC. We act as a centre for the community -- providing educational and recreational activities for families, seniors, and youth, as well as emergency resources to those in need. All activities are free of charge, including workshops & classes (e.g., First Aid & BC Food Safe certifications). We can be found at www.CNHA.ca.