

Position: Youth Recreational and Leisure Activities Program Co-Ordinator	Status: full time, 6-week contract
	Posting Number: JFS22 S05

Position Summary

The Settlement Support unit of Jewish Family Services of Ottawa is looking for a summer student to join the Children and Family program for newcomers. The student will work closely with the settlement outreach team in coordinating and delivering fun and educational activities for children aged 5-12, planning workshops and events, developing content, and providing administrative and logistic support for the program. The summer program requires working on Sundays.

The position is a full time 6-week contract under Canada Summer Jobs and is based at the JFS Ottawa office, outdoor sites in Ottawa, and some remote working.

The start date of this position is June 27, 2022.

Qualifications/Experience

- High school graduate or post-secondary student up to 30 years of age
- Must meet the participant requirements under the Canada Summer Jobs Agreement with Employment and Social Development Canada as outlined:
 - Is between 15 and 30 years of age (inclusive) at the start of employment.
 - Is a Canadian citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act.
 - Is legally entitled to work according to the relevant provincial/territorial legislation and regulations.
- Fluent Arabic and English speaker. Proficiency in French – preferred
- Excellent verbal communication skills
- Ability to communicate with clients of different ages and backgrounds
- Positive, caring, and compassionate attitude
- Safety conscious with keen observation skills
- Excellent leadership skills and confidence in giving direction
- Ability to motivate others and be proactive
- Skilled in using office tools and various media platforms.
- Police clearance is required

Duties and responsibilities

- Leading activities for children
- Supervising and coordinating the work of volunteers
- Creating and posting content on social media
- Handling logistics and preparations for the day activities
- Helping in registration process
- Assisting in organizing and delivering settlement services for newcomer families as needed
- Participate in planning future activities for newcomer children and families
- Support the youth settlement worker with administrative tasks

Please send **cover letter and resume** to: HRAdmin@jfsottawa.com **quoting the job number in the subject line.**

Jewish Family Services of Ottawa supports equal opportunity employment. We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Right Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting Jewish Family Services.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.