



JOB POSTING

Title: **Saturday Study Classroom Assistant**

Reports to: Manager of Child & Youth Settlement

Position Status: Part Time

Salary: \$19.58 Hourly *4 hours/week on Saturday mornings from 9am-1pm*

Start Date: Saturday September 9th, 2017

Program Location: Community Y

The YMCA Saturday Study Skills Program

The Saturday Study Skills program has been funded by the Nova Scotia Office of Immigration since 2006 and is an integral part of YMCA Immigrant Services programming for children and youth. The Saturday Study Skills Program Assistant is part of a team that delivers engaging and interactive programming to children each week. This program compliments our School Settlement Program by providing educational, social and developmental growth opportunities that are necessary for successful participation in NS schools.

Position Summary

We are looking for a Classroom Assistant to provide leadership support between the two classes to help manage fluctuations in attendance and age ranges. The Assistant works with Instructors to provide proactive classroom management to maintain order during busy group activity times. This position is also responsible to create a safe and inclusive learning environment, attend to minor disciplinary issues to minimize classroom disruption. Supporting Instructors with the delivery of weekly curriculum, the Assistant works collegially with other program staff greeting clients at the Centre. Being aware of and following Centre policies and procedures is another component of this position.

In terms of program related administration, the Assistant submits monthly and or interim report information as directed and works with Instructor to submit to the Program Liaison the weekly program stats and highlights.

Qualifications

- Experience working with children (primary to Gr.6) from diverse cultural backgrounds.
- Ability to work as part of a team.
- A good understanding of other YMCA Immigrant Services,
- Excellent interpersonal skills in working out conflict with colleagues
- Effective communication, organizational and problem-solving skills.
- Ability to greet and seek to help clients or visitors to the Centre

- **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. (must be in every posting)**

Apply Today

Please email your cover letter and resume in one document to Kathryn Bates-Khan
kathryn_bates-khan@ymca.ca by Friday, August 25th, 4pm. We look forward to hearing from you.

The YMCA of Greater Halifax/Dartmouth is an equal opportunity employer.