

Job Title : Assistant for Early Childhood Program
Reports to: Summer Program Coordinator
Company: Polaris School and Centre

Job Description:

The Assistant for the Early Childhood Program is responsible for ensuring every child is enjoying their time at the Polaris Summer Program. They are responsible for providing meaningful interaction with campers, ensuring supervision at all times. They are expected to work in cooperation with all staff to implement programs and activities successfully. The program assistant will be familiar with the Polaris Mission Statement and have a rudimentary understanding of Waldorf Education as a world wide social and educational movement.

Duties:

- The Assistant for the Early Childhood Program will assist our Program Leader in providing a developmentally appropriate program based in Waldorf Education for children aged 3-6.
- This includes providing support for various activities including cooking, baking bread, crafts, painting, decoupage, gardening, games, storytelling, singing and outdoor/forest time.
- Be responsible for assisting with set up and clean up of these activities daily, as well as helping to maintain a clean and orderly environment.
- Implement activities and programs on a daily basis: This includes cooperative and community building games, a quiet time story with the youngest children every afternoon (1 for each week), opening and closing circles, snack and lunch time supervision.
- Ensure campers are constantly supervised including during movement from one activity to another.
- Hold the day's rhythm on weeks with visiting counsellors.
- Establish and maintain a positive relationship with each child and their family.
- Be respectful of all property and report any incidents of damage or unsafe environments immediately to the Summer Program Coordinator.
- Attend and participate in First Aid Training if not already certified.
- Assist in the general maintenance of the classrooms used (including kitchen clean up after snacks and cleaning the bathroom at end of day).
- Be punctual each day.

Review and Reporting:

- Keep a journal for self reflection (personal not to be shown to other staff).
- Participate in any interviews or evaluations required by the Canada Summer Jobs Program.
- Meet regularly with Summer Program Coordinator to review performance and goals.

Skills and Requirements:

To be eligible, applicants must:

- be between 15 and 30 years of age at the start of the employment;

- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment*; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Additionally, candidates need to meet the following criteria:

- have current first aid certificate including CPR from a recognized agency (to be provided as training)
- have good oral and written communication skills

Past participation in recreational programs for children is an asset. An interest in Waldorf Education is an asset.

- Remuneration is \$15.50/hour.
- Position is 35 hours/week for 8 weeks.
- Application deadline is May 31, 2019.
- Start date is June 24, 2019.
- There are 2 positions available.

To apply, please send your resume and cover letter to info@polarisschool.ca