



## Early Years Activity Assistant Position Description

### POSITION SUMMARY

As a non-profit charitable organization, Lower Similkameen Community Services Society's (LSCSS) mission is to promote and provide excellent programs that enhance the quality of life by continuing to improve the social conditions, housing, health, and education of our citizens. LSCSS is proud to be a provider of affordable homes and support services that contribute to the independence of individuals and families.

Our Early Years Activity Assistant contributes to achieving LSCSS's mission by supporting the on-site delivery of Early Years Programming as parent support & resource point in our community and social outing for children 0-6 years of age.

The Early Years Activity Assistant will assist the Early Years & Infant Development Program Coordinator with the planning, promotion & facilitation of programming & group activities for parents and their children 0 – 6 years of age.

**The Activity Assistant will primarily provide support for “Tumble Bumble” programming on Tuesdays and Thursdays 9am to 12.15pm.**

### KEY DUTIES & RESPONSIBILITIES:

1. Assists the Program Coordinator with planning, setup, facilitation & cleanup of program activities for parents and children 0-6 years of age.
2. Assists Program Coordinator with development & distribution of community resources to meet clients' needs, and (under guidance of Program Coordinator) provides related information to clients.
3. Performs minor Food Preparation, like making tea/coffee, preparing vegetable or fruit platters, making sandwiches or salads.
4. Makes connections with families through community visiting to encourage parents and children to attend group activities.
5. Promotes community support for families of young children living in conditions of risk.
6. Assists the Program Coordinator in review and selection of supplies, materials, and equipment to enhance group activities.
7. Collects and maintains data and related records on client participation and activities, under guidance from Program Coordinator.
8. Encourages and facilitates the participation of individuals in the program by creating a fun and enjoyable atmosphere to enhance the program's appeal to participants.

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*The Lower Similkameen Community Services Society acknowledges our presence on and service to the communities of the ancestral, traditional and unceded land of the Sm̓əlq̓m̓ix People. We recognize, honour, and respect the tm̓x̓w̓úlaʔx̓w̓ (land) upon which we live, learn, play, and do our work.*

9. Maintains awareness of any problems (medical, behavioural, or other) experienced by participants and informs the Program Coordinator as applicable.
10. May be assigned to facilitate programming during Program Coordinator's absence.
11. Follows established procedures and protocols to ensure safety of program participants.
12. Performs other related duties as assigned.

## **QUALIFICATIONS:**

### Typical Education, Training and Experience

- ECE Assistant or ECE certificate preferred;
- Education and/or training in program planning, group facilitation and working with families of young children in conditions of risk preferred;
- Or, an equivalent combination of education, training and experience determined to be reasonable and relevant to the level of work;
- Current First Aid Certificate and CPR-C for children;
- Current Food Safe Level 1 Certificate

### Typical Skills and Abilities

- Ability to communicate effectively, both verbally and in writing
- Physical ability to carry out the duties of the position
- Ability to work independently and in cooperation with others
- Ability to establish and maintain rapport with clients
- Knowledge of child development, parenting, family systems, family violence, cross-cultural issues, and community resources
- Conflict resolution skills
- Group Facilitation skills