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## **Position Title: Children's Program Assistant**

### **Purpose**

The *After School Program (ASP)* is looking for Children's Program Assistants to act as positive role models and build meaningful relationships with participants. The program assistant provides children with the opportunity to interact with caring role models who are invested in their welfare.

### **Position Summary**

Children's Program Assistants support the work of ASP staff, helping expand the range and impact of the programming provided to participants. *The Children's Program* runs from 4:00 p.m.-6:00 p.m. Monday to Friday during the school year, with some exceptions. The program also runs from 1:00 p.m.-4:00 p.m. Monday to Friday during the summer months, also with some exceptions.

### **Duties and Responsibilities**

- Act as a positive role model at all times
- Actively engage with children and participate in program activities
- Build relationships with children in an age-appropriate way
- Maintain open lines of communication with IRCOM staff
- Assist with set up and clean up
- Be familiar with program guidelines and help enforce them as needed and appropriate
- Ask IRCOM staff for assistance as needed
- Speak English during program times
- Minimize distractions (turn off cell phones)
- Sign in and out of each shift

### **Time Requirements**

This position requires volunteers to come once a week for two hours. The minimum time commitment is three months.

### **Abilities, Skills, Experience, and Qualifications**

- Friendly and approachable
- Sensitivity to cultural differences and the impact of previous experiences on children
- Flexibility, as programs sometimes change abruptly

- Experience working with children is an asset, but not required
- Experience as a newcomer or working with newcomers is an asset, but not required
- Must be 15 years of age or older
- Must complete required training provided by IRCOM (see below)
- Must complete a satisfactory criminal record check and child abuse registry check

### **Orientation and Training**

- All Children's Program Assistants must participate in a general orientation to IRCOM's mission, objectives, values, and programs.
- All Children's Program Assistants must participate in leadership training, focused on how to work effectively with children, as well as an introduction to Children's Program guidelines.
- All Children's Program Assistants are encouraged to participate in other training offered to IRCOM volunteers throughout the year. Volunteers also have the option to request specific training relevant to their position with IRCOM.

### **Supervision**

Children's Program Assistants are under the direct supervision of ASP staff but can also expect to interact regularly with, and be held accountable by, Volunteer and Community Services Program (VCSP) staff. VCSP staff should be considered a supportive resource for volunteers.

### **Supporting Policies**

The successful candidate will be expected to familiarize themselves with the IRCOM policies found in the Volunteer Handbook.

### **Working Conditions**

Usually indoor setting, usually wheelchair accessible, full of youthful energy, can be loud, movement and standing may be required. Field trips are frequent. Transportation to and from field trip destinations is provided by IRCOM.

### **Benefits**

- A chance to build relationships and support newcomer children
- A chance to learn about other cultures and share your own
- Chances to experience new activities
- The chance to develop your own communication and leadership skills
- The chance to attend volunteer recognition events held throughout the year
- Reference letter can be provided after three months of consistent volunteer service
- Access to all of IRCOM's internal job postings

To apply, fill out the online application form at <http://bttr.im/otznj> or contact Rayne at [reisam@ircom.ca](mailto:reisam@ircom.ca) or by phone at 204-943-8765 ext. 111. Please Note: it may take a few weeks to receive a response.