



Immigrant and Refugee  
Community Organization of Manitoba

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**PROGRAM SUPPORT WORKER  
IRCOM AFTER SCHOOL PROGRAM  
Temporary Placement – 400 hours**

**POSITION PURPOSE AND SUMMARY:**

Guided by the vision, mission and values of the Immigrant and Refugee Community Organization of Manitoba Inc., the After School Program: Program Support Worker (temporary) assists newcomer children and youth to integrate into Canadian society by:

- assisting with program delivery,
- providing individualized support,
- managing records, and
- supporting the IRCOM team and partners

This role works in collaboration with the ASP team to assist newcomer children and youth and their families integrate into Canadian society through educational, recreational and social activities. It is essential that this person develop communicative, supportive and trusting relationships with newcomer children, youth and their families and that exemplary conduct be modeled in speech, action and interpersonal relationships. The Summer Program Support Worker will exhibit and uphold IRCOM's core values of integration, diversity, advocacy and empowerment, and they will work in a way that is people-centered, holistic and partnership based.

With the supervision and support of the ASP Manager and Assistant Manager, the Program Support Worker (temporary) is responsible for the following:

**DUTIES AND RESPONSIBILITIES**

**Program Planning and Delivery (75%)**

- Plan, design and implement recreational, social, educational and integrative programs for newcomer children and youth
- Plan, design and implement weekly parent-child programming
- Lead assigned programs
- Plan for and run the children's variety night program, special events and field trips
- Supervise unstructured drop-in programming, organized sports and other recreational activities
- Create new or enhanced supports for children and youth
- Develop strong relationships with newcomer families
- Provide mentorship and be a role model for newcomer children and youth
- Work effectively with children and youth to enforce program rules and behaviour expectations
- Foster and model respect and mutual understanding among program participants
- Develop and implement strategies to effectively address conflict and teach non-violent behavior

**Reporting and Records Management (20%)**

- Collect and evaluate data and indicators of success
- Track daily attendance hours of program participants
- Maintain written and electronic records of contacts and activities with newcomer children, youth and their families
- Compile and submit monthly reports of program activities

**Team and Inter-departmental Support (5%)**

- Collaborate effectively with other IRCOM programs, ASP volunteers, and school/agency staff involved with families to provide and advocate for coordinated services
- Participate in team and IRCOM staff meetings and events as directed
- Follow IRCOM policies, guidelines and procedures
- Participate in ongoing professional development
- Perform other duties as assigned by Manager or designate

**REQUIRED QUALIFICATIONS:**

- Present a satisfactory Criminal Record Check, as well as have a clear Child Abuse Registry Check within 4 weeks of employment
- Currently enrolled as a student at a high school level or higher
- Strong program planning skills and experience executing programs for children and youth
- Working knowledge of the challenges newcomer children and youth face with learning and with the school system
- Demonstrated ability to implement effective academic programs and behavioral strategies in various settings
- Demonstrated experience working with children and youth in a group setting
- Strong organizational skills and the ability to prioritize work
- Demonstrated ability to work in a team and collaboratively with other staff and outside agencies
- Strong written and oral English communication skills
- Excellent cross-cultural and team work skills
- Proficiency with Microsoft Office Suite, virtual conferencing and data base management
- Proven ability to work independently and as part of team
- Open-minded, resourceful, highly motivated, creative and able to learn and receive feedback
- Creative problem-solving skills and ability to teach/mentor using an integrative approach
- Demonstrated strong commitment to supporting and empowering the newcomer community through previous volunteering / community involvement
- Experience working effectively in a fast paced, multi-tasking environment
- Experiences that demonstrate the qualities and values IRCOM seeks for all our staff (<https://www.ircom.ca/about-us/work-here/>)

**DESIRED QUALIFICATIONS:**

- Fluency in additional languages
- Valid Manitoba Driver's License with clean Driver's Abstract
- CPR/First Aid, Food Safety and NVC training certificates

To be eligible to the position, applicants must be between 16 and 30 years of age, 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.

**Hours of work:** This is a full-time, 35 hours per week, term position for 10 weeks. The primary schedule will be on afternoons and evenings working out of 95 Ellen Street or 215 Isabel Street, Monday to Friday with occasional programs on weekends or mornings.

**Wage:** \$18.85/hour

This is a scheduled position with wage in accordance with the Collective Agreement between the Immigrant and Refugee Community Organization of Manitoba Inc. and the United Food and Commercial Workers Local 832.

**Term Dates:** 400 hours of placement before March 31<sup>st</sup>, 2025

**Application Process:** All applicants must be legally entitled to work in Canada.

IRCOM seeks to reflect the communities it serves. We are committed to providing an inclusive, accessible, respectful workplace that strives for employment equity. Interested applicants can identify themselves as belonging to any under-represented groups including women, Indigenous peoples, racialized peoples, and/or persons with a disability.

To apply please send a cover letter and résumé to the following, and please indicate clearly how you meet the qualifications.

**Review of applications will begin on January 16, 2025  
and continue until the position has been filled.**

HR - Selection Committee: [KiaraR@ircom.ca](mailto:KiaraR@ircom.ca)

We thank all applicants for their interest. Only those advancing in the selection process will be contacted. If you require accommodation at any stage of the hiring process (including alternate formats of materials, accessible meeting rooms or other accommodation), please let us know and we will work with you to meet your needs ([KiaraR@ircom.ca](mailto:KiaraR@ircom.ca)).