Port Hope Northumberland Community Health Centre
"Building a healthier community together"

Summer Program Facilitator and Summer Program Assistant

The Port Hope Northumberland Community Health Centre is a community-centred primary health care facility. With a vision rooted in providing comprehensive primary care services, delivered by an interdisciplinary team of professionals to promote healthy communities, we offer a range of community-based services.

The Port Hope Northumberland CHC has an opening for two positions: **Summer Program Facilitator and Summer Program Assistant.**

The Summer Program Facilitator and the Program Assistant will work with the Community Team developing, implementing and evaluating various health and recreational related activities for children, youth, adults and seniors.

Work Tasks and Responsibilities:

- Work in Collaboration with the CHC staff and community partners to supervise, plan and implement summer children programs at local housing units.
- Assist in the supervision and planning of older adult and senior programming at the Centre, including but not limited to Social Hour, Women's Wellness and Community Garden.
- Perform administrative duties and other tasks as assigned.
- Ensure the supervision and maintain safety of all participants attending the program.
- Identify and confirm all resources required for the program; finances, equipment, supplies and other necessities.

In order to facilitate these job duties, one must also participate and assist in the following:

- Help with the overseeing of Port Hope Northumberland Community Health Centre volunteers and provide back-up when necessary.
- Assist in the development of promotional material and promote programs in local schools neighborhoods, and community agencies.
- Attend training sessions on workplace safety and other workplace trainings as required.
- Attend regular staff and community team meetings.
- Keep accurate records, attendance, incident reports etc.
- Assist in the preparation of program space and maintenance of equipment/supplies.

Qualifications:

- Must have been a full-time student in an accredited Secondary School, College or University the previous academic year and intend to return to full-time studies in the next academic year.
- Academic fields related to the position: Health Promotion, Recreation and Leisure, Psychology, Sociology, Child and Youth, Social Work, Nutrition, Geriatrics, etc.
- Experience and desire to work with children and youth in a community based setting.
- Experience in program planning and facilitating community based programs.
- Demonstrated ability to work effectively as a part of a team and independently.
- Demonstrated organizational and time management skills.
- Experience working with adults and seniors an asset.
- Experience working with and supervising staff and volunteers an asset.
- Strong leadership and problem solving skills an asset.
- Garden interest, experience and knowledge an asset.
- First Aid and CPR certified
- Updated Criminal Reference Check with Vulnerable Sector (within the last 6 months)
- Must have a valid driver's license and reliable vehicle – local travel will be required

Summer Program Facilitator
Salary: $16.00 per hour
Contract/Hours: 12 weeks, 35 hours per week
Anticipated start date: June 4th 2018

Summer Program Assistant
Salary: $15.00 per hour
Contract/Hours: 12 weeks, 35 hours per week
Anticipated start date: June 4th 2018

Positions are based upon the receipt of Canada Summer Jobs Funding therefore number of positions, weeks and hours of work may differ from posting.

Interested candidates should send their resumes to amcconkey@porthopechc.ca citing "Summer Program Facilitator" or "Summer Program Assistant". No phone calls please. Only candidates selected for an interview will be contacted. Closing date is Tuesday April 24th, 2018 at 5:00 pm.

As part of our ongoing commitment to the Accessibility for Ontarians with Disabilities Act, The Port Hope Northumberland Community Health Centre will provide assistance to applicants who request accommodation throughout the recruitment process.