



Position title:

Settlement Literacy Worker – 4 positions

Position Summary:

As a member of the English Language Program during the summer months, the program assistants will offer support to our programs and services that work with newcomer children around literacy and life skills.

Duties and responsibilities:

- Organize summer camp workshops and support creative play activities for children 4–12 years of age
- Organize literacy games and activities for children (with their mothers onsite)
- Create arts and craft programming
- Create physical activity programming
- Attend weekly team meetings to report on project outcomes

Eligibility Requirements:

- This position has been funded by the Canada Summer Jobs program. In order to qualify for this position, the student must be:
- Between 15 and 30 years of age
- Full-time student during the preceding academic year, and intending to return to high school or post secondary education in September 2018
- Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the immigration and Refugee Protection Act
- Legally entitled to work according to Ontario legislation and regulations

Skills and Qualifications:

- Must have a vulnerable police reference check, CPR and First Aid
- Experience in developing programs for children
- Ability to prioritize workload, manage time effectively and coordinate multiple activities
- Be self-directed, able to work independently, and as part of a team
- Knowledge of immigration and refugee services and of the ethno-specific programs and services in Toronto
- Good organizational and analytical skills
- Proficient in the use of social media and Microsoft Office Suite
- Second language is an asset
- Experience working with a not-for-profit agency

This is a temporary contract from July 13 to August 31, 2018. 30 hours per week. \$14.00/hour

Please send resume and covering letter to human_resources@newcomerwomen.org. Please quote `Settlement Literacy Worker – Summer` by Tuesday, July 10, 2018

No Phone Calls Please.

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