



## **Early Childhood Summer Program Support Worker** (Canada Summer Jobs Position)

### **2 Full Time Summer Positions Available**

These are 8 week long Canada Summer Jobs funded positions. These are onsite/in person positions.

**Dates of employment:** July 2<sup>nd</sup> 2026 - August 27<sup>th</sup> 2026

Pay: \$20.85 hr

35hrs/week

**Position 1:** Monday-Friday 9am – 4pm (one evening shift per week, 12.30 – 7.30pm, day to be determined)

**Position 2:** Tuesday- Saturday 9am – 4pm (one evening shift per week, 12.30 – 7.30pm, day to be determined)

### **Applicants must meet the following criteria:**

- (a) be between 15 and 30 years of age (inclusive) at the start of employment;
- (b) be a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act [S.C. 2001, c. 27]\**; and
- (c) be legally entitled to work according to the relevant provincial / territorial legislation and regulations.

**\*\*International students are not eligible\*\*.**

Recent immigrants are eligible if they are Canadian Citizens or permanent residents.

***Some evenings & weekends may be required.***

### **Reports to:**

Program Coordinator

### **Job Description:**

The Early Childhood Summer Program Support Worker is a Canada Summer Jobs position. The Early childhood program staff assistant assists the Family Support team to deliver direct playroom programming, create program planning, help with administrative tasks and support families with children 0-6 years old (and siblings up to 12), as needed, that access our services. They help create a warm & welcoming environment for all Family Place families.

### **Responsibilities:**

- Responsible for assisting and supporting the delivery of family resource programs both on-site and at satellite locations throughout Richmond.
- Provides assistance to families accessing services & drop-in programs including information, education, modeling appropriate behavior's/interactions towards children and stimulating play between caregivers and their children.



- In conjunction with the staff develops, coordinates and delivers programs including literacy programs, special events and outdoor play.
- Under the supervision of program staff, provides one to one support, resources & referrals for families as needed.
- Maintains and develops good working relationships with community partners/agencies.
- Responsible for maintaining accurate online statistics and reports on all family support interactions.
- Assists in creating and updating online resource & data bank for staff use
- Online research to support identified parental needs
- Assists in maintaining Wellness Exchange lending library data base and resources
- Other duties as required

**Qualifications:**

- Experience working with parents/caregivers and their children birth to twelve years of age.
- Ability to create trusting and meaningful relationships with families and their children.
- Experience working in programs with young children.
- Experience working in and promoting a multicultural setting.
- Experience working in community partnerships.
- Knowledge of community resources and referral processes.
- Excellent interpersonal skills, both verbal and written.
- Planning or working on a University degree in a related discipline, and/or Early Childhood Education certificate an asset
- Criminal Record Check required
- First Aid Certification an asset
- Second language an asset.
- Use of a vehicle for work an asset (mileage paid)

Please submit your resume and cover letter to [info@richmondfamilyplace.ca](mailto:info@richmondfamilyplace.ca) Position will remain open until filled.

Thank you in advance for your interest but only those shortlisted for an interview will be contacted.

***Resumes without a cover letter will not be considered***

Richmond Family Place Society is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability or age.