

## JOB DESCRIPTION

**JOB TITLE:** Child/Youth Facilitator (Refuge Program)  
**EMPLOYMENT TYPE:** Summer Term - 16 weeks  
**HOURS PER WEEK:** 35  
**REPORTS TO:** Refuge Program Director

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### JOB OVERVIEW:

The Child/Youth Facilitator is responsible for providing programming for children and youth participants during the summer months. This individual will provide care and develop and coordinate activities that promote community, physical wellness, and creative outlets for children in the Elmwood Community, under the umbrella of the Refuge program.

### TIME REQUIREMENTS:

General office hours are 9:00a.m. to 5:00p.m. Tuesday to Friday. Alternative working hours (evening + weekends) may be required periodically to meet the requirements of the position.

### RESPONSIBILITIES:

- Ensure safety and care of children/youth participating in programming.
- Plan and facilitate age appropriate programming for children in the Elmwood Community.
- Provide support and assistance with community events and group outings.
- Adhere to all cleaning/safety protocols provided.

### QUALIFICATIONS:

- Experience working with children and youth.
- Experience in planning and facilitating programs for children and youth an asset.
- Child Abuse Registry Check and Criminal Record Check required.
- Training in First Aid and CPR an asset.

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### OTHER:

Summer term employees of Riverwood Church are expected to sign on and adhere to the Casual Employee Code of Conduct.

**DISCLAIMER:** *The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this position. They are not to be construed as a complete list of all responsibilities, duties and skills required of the individual. All hired staff may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

### TO APPLY:

Resume and cover letter may be sent via email to [humanresources@riverwood.cc](mailto:humanresources@riverwood.cc).

**CLOSING DATE:** When position filled.