

## **CAREER OPPORTUNITY**

### **About Lethbridge Family Services**

In operation since 1910, Lethbridge Family Services (LFS) is the tenth largest employer in Lethbridge, serving 8,100 clients annually through 380 employees. LFS stewards an annual budget of over \$21 million and has numerous contracts. LFS is a highly-accredited charitable organization that improves the wellbeing and quality of life for individuals and families in Southwestern Alberta. The organization is devoted to providing services to those in need, regardless of socioeconomic status, ethnicity, language, religion, gender identity, and family structures. We offer community-based support to facilitate human potential, choice, and independence. Through advocacy, public education, prevention, intervention, and community development, LFS responds to emerging family needs.

**Position:** Youth Summer Camp Assistant—Casual/Relief  
Canada Summer Jobs (8 weeks)

**Department:** Immigrant Services

**Hours:** 35 hours per week.

**Wage:** Starting at \$15.00 per hour

### **Position Overview:**

To support school age children and youth during a summer camp program focused on play, language development, school readiness, and community connections.

To better support immigrant youth ages 5 to 18 and their families in Lethbridge and to help reduce racism, discrimination and ethnic conflict in the Canadian school systems and improve settlement outcomes for individuals and families.

### **Key Responsibilities:**

- Work with Youth Settlement Services (YSS) staff to develop and deliver Camp activities.
- Prepare materials needed for Camp activities as necessary.
- Deliver Camp activities for children with support of Settlement Practitioners.
- Support volunteers who participate in delivering Camp activities.
- Ensure timely attendance to Camp to avoid wait time for families and children.
- Ensure safety of all children in attendance through supervision.
- Complete necessary administrative record keeping as assigned.

### **Other assigned duties:**

- Assist with the coordination of special events – planning, coordination, development, implementation and evaluation of all events.
- Attend community meetings as approved by supervisor(s).
- Answer telephone and in-person callers promptly via office and assigned cell phone

- Provide information about the agency's services including YSS and all other services offered by IS.
- Complete all necessary client and agency documentation including but not limited to iCare and PQL.

**Qualifications:**

- Meet Canada Summer Jobs Criteria:
  - Be between 15 and 30 years of age at the start of the employment.
  - 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.
  - 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.
- Experience and interest in working with elementary school aged newcomer youth.
- Minimum qualification is High School diploma.
- Basic understanding of refugee experience on youth.
- Must have excellent organizational and administrative skills.
- Experience and interest in working with elementary school aged newcomer youth.
- The successful candidate will be required to provide a Police Information Check (PIC), including a Vulnerable Sector Check (VSC), and an Intervention Record Check (IRC).

**Start date:** June 24, 2024

**Application deadline:** May 16, 2024

**Please submit, in confidence, a resume and cover letter referencing job posting 23IS5 and where you viewed our ad:**

**Email:** [humanresources@lfsfamily.ca](mailto:humanresources@lfsfamily.ca)

**Contact Person:** Tri Bikram Rizal

**Web:** [lfsfamily.ca](http://lfsfamily.ca)

**We thank all candidates for their interest, however, only those selected to continue in the process will be contacted.**

***Lethbridge Family Services is an equal opportunity employer.***

