

The Shelburne Co. Family Resource Centre is looking for a **Program Assistant**. Please apply by May 10, 2024.



Responsibilities Include

Must enjoy working with families with children 0 – 18 years of age.

- Facilitating programs for families with children 0-18 in centre and at outreach sites focused on early learning opportunities.
- Responsible for preparation of snacks, set up and clean up for in centre and outreach programs.
- Positive role model for participants and their children.
- Answering general inquiries about resources from participants and community partners.
- On the job training programs for new employees – hands on and virtual learning.

- Knowledge of trauma informed practice.
- Knowledge of family resource programming and resources in Shelburne County.
- Valid driver's license and reliable transportation.
- Committed to lifelong learning and training.
- Must be able to work independently and as a team member.

Qualifications Required

**16 hours per week
\$17 per hour
Mileage paid for travel to
outreach sites**

**Submit Resume and Cover Letter ATTN: Traci Hatt,
Site Coordinator Queens/Shelburne**

By E-mail: qfrc@ns.aliantzinc.ca

By Fax: (902)354-2382

Mail/Drop off: 157 Water Street, Unit L1, Shelburne,
NS B0T 1W0

How to Apply:

Position funded by:



Government of Canada
Gouvernement du Canada