



Program Assistant

Métis Settlements Life Skills Journey Project (MSLSJ)

JOB POSTING - MULTIPLE POSITIONS AVAILABLE

Rate of Pay: \$21.48/hr.

An **RCMP Criminal Record Check** and a **Child Welfare Check** is required for employment in this position and will be expected to be provided before employment commences.

Schedule:

March - June: Flexible hours (part-time and full-time)

June - August: 35 hrs/week during facilitator training and summer camp.

What we do:

Our project is a partnership between Métis Settlements, Alberta Health Services, and the University of Alberta. We started by focusing on kids - building their resiliency through inner strength and a strong support system. Now we also focus our efforts on training facilitators and Program Assistants to lead the Life Skills Journey program in their communities.

How we work:

We are looking for respectful, empathetic, and organized people who are interested in learning how to become an adult educator. We will actively work with you to build your comfort level. You will help an experienced Program Assistant teach a new group of facilitators about the Life Skills Journey program. Our ideal team member works collaboratively - we email frequently, talk in-person, phone, and text message each other to keep everyone in the loop. We emphasize consistent, proactive communication. We problem solve as a group and we are always open to a new and better way of doing things. If you take your work seriously, are excited about personal and professional growth, enjoy building relationships, and like change, please consider applying to this position!

Your role:

Learning

- Attend week-long orientations in Edmonton.
- Actively participate in a 3-month training program to get you up to speed in your role.
- Gain a strong understanding of program manuals.
- Attain certification in Standard First Aid, Mental Health First Aid, driver's certifications, and other training opportunities.

Training

- Work with the Program Coordinator/Program Assistants to develop training content, lesson plans, and schedules.
- Co-lead facilitator training.
- Ensure program content and schedules are met and quality is maintained.

Supervising

- Act as an on-site supervisor and mentor for facilitators during training and summer camp, coordinating daily schedules, mitigating conflict, and leading survey data collection.
- Assist with recruiting facilitators from various communities, maintaining confidentiality and objectivity.

Coordinating

- Maintain excellent communication with community administration, guest speakers (including Elders, nurses, and RCMP officers), and UofA LSJ team by phone, text message, email, fax, and in-person meetings.
- Organize the logistics related to camper registration and attendance, facilitator training, supplies, and summer camp.
- Assist in creating social media content (images and captions) for approval

Please submit an application form, cover letter, and resume by email to metislsj@ualberta.ca by February 25, 2019.



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APPLICATION FORM

Name	
What are your commitments during March-August 2019? <i>I.e</i> are you currently attending high school or university? Do you have any planned trips/ or vacations? Please provide specific dates and descriptions.	
What is the earliest date you could start work part-time?	
What is the earliest date you could start work full-time?	
How does your experience and personality relate to our team's core values: 1. <i>Adaptability</i> , 2. <i>Providing service</i> , 3. <i>Communication & openness</i> , and 4. <i>Supportive team member</i> ?	
Do you have your driver's license (<i>please indicate non-GDL or GDL</i>)? Do you have access to reliable transportation?	
Do you have a preferred location(s) of work amongst the list to the right? Please check all that apply.	<input type="checkbox"/> Buffalo Lake <input type="checkbox"/> East Prairie <input type="checkbox"/> Elizabeth <input type="checkbox"/> Peavine <input type="checkbox"/> Fishing Lake <input type="checkbox"/> Edmonton <input type="checkbox"/> Gift Lake <input type="checkbox"/> No Preference
Describe your travel ability on weekdays during March-August 2019.	
Please check which area(s) of interest apply.	<input type="checkbox"/> Training facilitators <input type="checkbox"/> Office administration <input type="checkbox"/> Supervising summer camp <input type="checkbox"/> Involvement in the hiring process for facilitators <input type="checkbox"/> Surveys and data entry <input type="checkbox"/> Communicating with parents and administrators

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