

Children's Resources on Wheels (CROW)

**is seeking one
Summer Student
30 hours per week
Start Date: July 3, 2018 End Date: August 24, 2018
For 8 weeks
\$14.50 per hour**

Position Summary: The Summer Student position is responsible for assisting Program Facilitators in providing early learning activities for children 0-6 year's old and providing administrative support to the organization.

Reporting To: Executive Director, Children's Resources on Wheels

Qualifications:

- Post-secondary student enrolled full time in 2017/2018 and returning full time in 2018/2019
- Course of Study: Early Childhood Education
- Ability to work independently and as a team member with staff and program participants
- Valid Ontario Driver's License and access to reliable vehicle
- Clear Criminal Reference Check
- Excellent organizational skills
- Good written and oral communication skills
- Flexibility to group needs
- Computer literacy including word processing

Responsibilities and Duties:

- Assist with planning and implementing early learning activities for community playgroups, including appropriate equipment, materials, toys and resources
- Assist with providing a stimulating environment with age appropriate activities
- Maintain positive relationship with parents, children, caregivers, and staff
- Set up and clean up at groups
- Monitor health and safety standards
- Collect statistical data for reports
- Maintain a good working relationship with community locations and advise the Executive Director of any issues to be addressed
- Assist with administrative duties and inventory management of resources as assigned
- Maintain communications into and out of the agency using a multi-line telephone system
- Other duties as assigned

Please submit your resume by **May 30, 2018 by 4pm to: Children's Resources on Wheels (CROW), 91 Cornelia Street W., Smiths Falls, ON K7A 5L3 or by fax 613-283-3324 or by email to dbennett@crowlanark.com**

Children's Resources on Wheels (CROW)

91 Cornelia Street West, Smiths Falls, ON K7A 5L3

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