



## SUMMER CAREER PLACEMENT JOB POSTING

Please note this position is subject to Canada Summer Jobs Funding approval.

**Job Title:** Early Years Project Assistant  
**Location:** Surrey Head Office  
**Position:** Summer position for a maximum of 16 weeks - April 23, 2019 to September 01, 2019  
**Wage:** \$12.65 to 13.85 per hour; Full-time 35 hours a week  
**Conditions:** Must be able to work full-time from April 23, 2019 to September 01, 2019

**Job Summary:** To perform various administrative duties as described and required.

### Work Tasks and Responsibilities

- Assist in leading young children's activities such as telling stories, teaching songs and preparing craft materials
- Assist in preparing and serving snacks or helping children with their snacks
- Help children eat, dress and use the toilet
- Write down observations about the children in class for supervisors
- Discuss children's progress and challenges at staff meetings
- Maintain and clean daycare equipment
- Assist in supervising children in play area
- Other assigned duties from time to time

### Skills and Abilities

- communication and solution oriented skills
- interpersonal skills and ability to work in a cross cultural setting
- oral and written English skills

### Level of Education and Experience

Enrolled in or interested in enrolling in a social science or social services program. Experience in or interested in gaining experience in community social services / non-profit sector.

### ELIGIBILITY

To be eligible, applicants must:

- 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

**How to Apply:** Please submit a resume and cover letter to PICS HR Department at [career@pics.bc.ca](mailto:career@pics.bc.ca)

**Please include the job title in the email subject.** We thank all who apply, but only applicants selected for an interview will be contacted. No phone calls please.