

Job Posting

Summer Program Assistant – Connection Kids Club

Status: BCGEU Bargaining Position- Casual/Seasonal (Richmond BC)
Job Types: Causal, Seasonal
Contract Length: 8 weeks
Hours: 35 hours/week (includes some evenings and weekends)
Wage: \$20.00/hour

About the Role

We are seeking a **Summer Program Assistant** to support the delivery of Connection Kids Club summer programs for children of a diverse culture. This role involves planning, organizing and facilitating community-based recreational, social, and educational activities for children. The position offers hands-on experience in community services, cultural exchange and contribute to a positive and structured environment where children can learn through play, teamwork.

Work Environment:

- Onsite at Connections Community Services Society
- Offsite venues as required

Key Duties and Responsibilities

1. Assist in the implementation of summer programs and activities, including arts and crafts, games and outdoor play.
2. Support the supervision of children to ensure a safe and inclusive environment.
3. Encourage participation, teamwork, and positive social interactions among children.
4. Assist in preparing program materials and setting up activity spaces.
5. Help maintain cleanliness and organization of program areas.
6. Observe and report any concerns related to child safety or program operations to supervisors.
7. Provide general support to staff, volunteers and program operations as needed.



8. Develop and implement a social media plan (e.g., Instagram content, client personas, posting schedules).
9. Complete administrative tasks, including record-keeping and reporting.
10. Perform other duties as assigned by the Society.

Qualifications:

Eligibility (per Service Canada's Canada Summer Jobs Program):

- Aged 15+ (Criminal Record Check required).
- Canadian citizen, permanent resident, or protected refugee entitled to work in Canada.
- Full-time student in the previous academic year or enrolled for upcoming September.

Skills & Assets:

- Demonstrated interest in working with children.
- Responsible, reliable and positive attitude.
- Ability to engage children in a supportive and respectful manner.
- Previous experience working or volunteering with children.
- Strong communication (oral/written) and interpersonal skills.
- Ability to work independently and collaboratively.
- Organized, detail-oriented, creative and enthusiastic.
- Proficiency in Microsoft Office (Word, Excel) and Canva.
- First Aid, CPR, or Food Safe certification (asset).
- Class 5 driver's license (asset; vehicle not required).
- Knowledge of local organizations (e.g., CCSS) or second language (asset).

How to Apply:

Submit a cover letter and resume to kitty.chong@ccssociety.ca by May 22, 2026.

