



**Sooke Family Resource Society
Job Posting 04-25 – Children’s Program Assistant - Casual**

We are currently seeking a casual Children’s Program Assistant to join our team. All employees of Sooke Family Resource Society are dedicated to serving the community and committed to supporting the society’s mission statement.

Mission statement: We provide people of all ages and abilities on southern Vancouver Island, with services and resources that encourage them to enhance skills, address challenges and create a path forward.

Job Title: Children’s Program Assistant
Date Posted: May 5, 2025
Closing Date: Open until filled.
Department: Children and Family Services
Wage: \$23.73 – \$27.19 (JJEP Grid Level 6)
Location: Sooke, BC
Shift Schedule: Casual call-in
Hours per Week: Variable
Union: This posting requires union membership
Note: This position is on a call-in basis and is dependent on program specific staffing needs.

To Apply, please submit resume, and cover letter by email to careers@sfrs.ca

Job Summary:

The Children’s Programs Assistant works in cooperation with the Children and Family Services staff to support the planning and implementation of the Family Resource Programs parent/child drop-in programs.

Key Duties and Responsibilities:

1. Develops and maintains positive relationships with children and families attending SFRS programs.

2. Works with the Family Resource Programs Coordinators and program staff to support the family drop-in groups.
3. Works with the program staff to maintain safe, developmentally appropriate, and inspiring learning environments.
4. Under close supervision, conducts activities with children on an individual and group basis to promote the development of physical, cognitive, emotional, and social skills.
5. Assists with the set-up, delivery, and clean-up of the programs.
6. Maintains cleanliness and order of the children's programs spaces.
7. Attends team meetings and SFRS all staff training days.
8. Performs other duties as required.

Qualifications:

Education & Knowledge:

- Grade 12

Training & Experience

- Nil