

Cremona FCSS

Summer Fun Program Assistant

Job Description

Summary:

As a member of the Cremona Family and Community Support Services (Village of Cremona) Team the Summer Fun Program Assistant will do their best to support a strong lifestyle for our youth through leadership and partnership with our community. FCSS is committed to building strong children, strong families and a strong community. The Summer Fun Program Assistant must be accountable to the Summer Fun Program Coordinator at all times.

Responsibilities/Duties:

1. Assist with program registrations and assist keep all registration lists up to date, ensuring that all parents and/or guardians fill out registration forms and waiver forms for the Summer Fun Program.
2. Ensure that all program activities promote good sportsmanship and fun.
3. Assist the Summer Fun Program Coordinator with activities, games and crafts.
4. Assist the Summer Fun Coordinator with proper documentation of all incidents and accidents on the provided forms and immediately inform the FCSS Directors.
5. Ensure open communication with participants, parents and staff.
6. Assist with proper set up and dismantle of daily activities.
7. Assume additional responsibilities from the Summer Fun Program Coordinator or FCSS Director as assigned.

Qualifications:

Must be a local youth, seeking summer employment.
Experience working directly with children in a structured environment is an asset.

Wage:

\$10.00/hour

Dates:

As stated on provided Schedule

Start Date: July 2nd, 2013

End Date: August 23rd, 2013

Signatures:

I have read and understood the contents within this job description. The Cremona FCSS Director has informed me that this is the general description of the duties, responsibilities and qualifications required for the position of Summer Fun Youth Assistant.

Employee Signature

FCSS Director

Date