



Child Development Program Assistant

Full-time, 8-week Term Position

The North Grove is committed to building an equitable and diverse team that is reflective, at all levels, of the community we serve. We welcome all applications; however, we strongly encourage applications from Mi'kmaq, African Nova Scotian, Black, Indigenous/First Nation, racialized, newcomer, 2SLGBTQIA+ candidates, and candidates with disabilities. All candidates from equity-deserving groups are encouraged to self-identify in their application.

Priority will be given to applicants from these equity-deserving groups.

About The North Grove:

The North Grove (www.thenorthgrove.ca) is a dynamic community hub, situated in the diverse community of Dartmouth North. We offer services, programs, and space for people to learn and connect through family support, food, and friendship. We also partner with more than 26 other organizations to help improve health, reduce social isolation and strengthen connections in this community.

The North Grove team is made up of 29 staff and over 170 community volunteers. Collaboration, creativity, and community-centered decision making are important to us.

Diversity, equity, inclusion, and belonging (DEIB) are central to our work and as a team we have committed to a DEIB framework that includes ongoing learning opportunities, policy development, and partnership work.

Learn more about our DEIB commitment here: <https://www.thenorthgrove.ca/deib>

Our approach is rooted in strengths-based practice. This practice sees all members of our community as having resourceful and resilient qualities and strives to support individual self-determination. We seek applicants who share our commitment to working within this model.

About this opportunity:

The Child Development Program Assistant will help implement successful outdoor summer camps at The North Grove. The ideal candidate will have a genuine desire to work with young children and their families. They will perform administrative and organizational tasks and assist with other programming as required.

Hours: 35 hours per week, Monday to Friday for 8 weeks

Start Date: Tuesday July 1, 2025

First Day on-site: Wednesday July 2, 2025

End Date: Friday August 22, 2025

Reporting structure: The Child Development Program Assistant will report to the Child Development Coordinator.

Responsibilities:

As Child Development Program Assistant, you will:

- Support the planning and facilitation of program sessions
- Set up the physical space for programming
- Create program materials
- Carry out relevant administrative duties
- Participate in team meetings
- Interact positively with children and adults with diverse backgrounds and abilities
- Model positive interactions in program spaces
- Maintain accurate records of participation
- Collect participant feedback
- Perform other duties that support the program sites, as required

What you will bring:

The North Grove is seeking to build a diverse team and values lived experience and non-traditional ways of learning. If you don't meet all the criteria below but you are excited about the job description and believe you bring unique experience and perspective, please apply!

- Creativity
- Organizational skills
- Enthusiasm
- Sense of responsibility/conscientiousness
- Flexibility
- Ability to perform self-directed work
- Non-judgemental approach

Eligibility: To be eligible for this position, you must:

- be between 15 and 30 years of age at the beginning of the employment period
- 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.

Hourly wage: \$18 an hour + 4% vacation pay

The Selection Process – What to Expect

Shortlisted candidates will be invited to a short telephone interview to go over the basics of the position, get a high-level understanding of your experience and answer any questions you may have.

Following the phone interviews, a handful of candidates will be invited to an in-person interview at The North Grove, followed by a second round if required. Candidates are encouraged to submit any accommodation requests to the email below.

Everyone who applies for this position will receive an email update from The North Grove within two weeks of the application deadline.

To apply, please email a cover letter and resume in one document to Maryann Borg, Child Development Coordinator mborg@thenorthgrove.ca with subject line: **Child Development Program Assistant**.

Applications due: Friday May 9th, 2025.