



Gain Hands-On Experience as a Program Assistant: Join Our Team!

Kickstart your journey in youth programming with LiftED! As a Program Assistant, you'll develop valuable skills by supporting literacy and leadership programs designed to empower young learners. Work alongside experienced educators and Site Directors, lead engaging activities, and gain real-world experience in planning and delivering impactful programs. This is an excellent opportunity to grow your expertise while making a difference in the lives of underserved youth.

OPPORTUNITIES:

Program Assistant – Literacy, Leadership & Math Programs (Grades SK to 8)

Program Options (choose from the list below - you can apply for multiple programs):

- Saturday Morning Literacy Club
- March Break Math Literacy Program
- LEAP into Literacy Summer Camp
- Take the LEAD

Locations:

Our programs run in 4 locations in Toronto:

- Driftwood Public School
- Rose Avenue Jr. Public School
- Woburn Jr. Public School (St. Thomas More for March Break Math Literacy)
- Thorncliffe Park P.S.

You will be placed at one location per program. Please state your preferred program(s) and location(s) when submitting your resume. Note: Only candidates selected for an interview will be contacted. Positions are contingent on funding and student enrollment.

Dates and Times:

Saturday Morning Literacy Club

- Saturdays 9:30am - 12:30pm (teachers on site from 9:00am - 1:00pm)
- Fall Term: October 5 – December 14, 2024 (10 weeks)
- Winter Term: February 1-May 3, 2024 (Winter/Spring Term) (No Program Feb 14, Mar 8, 15, and April 19) (10 weeks)
- Compensation: \$17.20/hour

March Break Math Literacy

- March Break 2025 (March 10 - 15)
- Monday - Friday, 9am - 3pm
- Compensation: \$17.20/hour

LEAP into Literacy Summer Camp

- July 2025 (4 weeks)
- Monday - Friday, 9am - 3pm
- Compensation: \$17.20/hour

Take the LEAD

- October to April
- Tuesdays & Thursdays afterschool (times vary based on school)
- Compensation: \$17.20/hour

LiftED enables and supports youth to develop skills, competencies, and confidence through: educational enrichment, leadership initiatives, and connections and partnerships. LiftED programs inspire youth to overcome barriers, unlock their potential and contribute to their communities. We support children who are born into challenging economic circumstances by providing fully-subsidized literacy and leadership programs. Our programs ignite, accelerate and provide a bridge to academic and personal success.

Pre- Program Responsibilities

- Attend mandatory staff planning sessions
- Review curriculum framework goals and any other program-related materials
- Read and sign the Program Implementation Handbook
- Read and sign LiftED Communication and Behaviour policies
- Provide background check: vulnerable sector screening

Responsible for, but not limited to

- Support and collaborate with the Site Director
- Arrive early to help set up classrooms and greet students as well as assist at the end of the day
- Manage daily "safe arrival program" in collaboration with the Site Director
- Maintain attendance records - call families of students who are absent
- Participate in program planning with other staff and attend staff meetings during the course of the program (as needed)
- Support the planning and implementation of workshops and assemblies
- Support the teacher during class instruction where needed

- Serve as a branding ambassador for social media: take photos of camp events and with supervision from Site Director
- Assist with technology set up
- Create presentation for end of program gatherings
- Plan and Lead activities throughout the camp
- Complete a daily timesheet to record hours of employment

Education and Experience

- Experience with the LiftED programs (preferred)
- Experience in leading academic-based youth programming

Application Process:

Please submit your résumé, including your preferred program(s) and location(s), to:

Stefania Matarazzo Program Director, LiftED

stefania@liftededucation.org