



## JOB DESCRIPTION

<b>POSITION:</b>	Parent and Tot Activity Assistant
<b>EFFECTIVE DATE:</b>	May 6, 2024
<b>DEPARTMENT:</b>	Recreation
<b>REPORTS TO:</b>	Connected Community Coordinator, Parent and Tot Instructor
<b>DIRECT REPORTS:</b>	None

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### JOB SUMMARY

The Parent and Tot Activity Assistant assists in the facilitation of the Parent and Tot Drop-In program at Wesbrook Community Centre. Parent and Tot is one of the UNA's most popular programs, allowing young children opportunities for physical and social skill development, as well as fostering connections between parents and caregivers in the community.

### OVERALL GOALS FOR THE POSITION

1. Be a collaborative team player, leading by example and embodying the recreation departments foundational principles of Building Belonging, Enriching Experience and Fostering Well-Being.
2. Maintain effective communication with instructors, program participants, community members and UNA staff.
3. Provide a quality experience and service for the UNA community.

### ROLES, RESPONSIBILITIES AND EXPECTATIONS

#### Program Facilitation

- Interact with program participants.
- Set-up and take-down of gym equipment and toys.
- Assist in running circle time with interactive songs, stories, etc.
- Ensure safety of participants, including cleaning and maintaining equipment
- Maintaining a tidy and organized storage space

### SKILLS, QUALIFICATIONS AND EXPERIENCE REQUIRED

#### Education requirements:

- Training in Early Childhood Education or relevant field is an asset.



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**Experience requirements:**

- Experience working with children aged 0-5
- Successful completion of a criminal record check

**Technical knowledge, skills & abilities requirements:**

- Speaking a second language is an asset.
- Heavy lifting of up to 30 lbs.
- The ability to establish and maintain effective internal and external relationships that involve wide range of stakeholders.
- Ability to maintain confidentiality in all matters of a sensitive, political or controversial nature including appreciation of the sensitivity of political issues affecting the UNA.

**Soft skill requirements:**

- Build Relationships – Establish and maintain effective working relationships internally and externally to achieve the goals of the UNA.
- Focus on Community Needs – Anticipate, understand, and respond to the needs of internal and external members and residents to meet or exceed their expectations within the UNA parameters.
- Make Decisions – Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the UNA.
- Solve Problems – Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- Communicate Effectively – Demonstrate excellent verbal and written communication skills.
- Foster Teamwork – Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance effectiveness.
- Adaptability – Demonstrate flexibility, versatility and tolerance in a changing work environment while maintaining effectiveness and efficiency.
- Discretion – Understand and demonstrate ethical behaviour and business practices.