**PROGRAM SUPPORT**

**The Heart of Riverdale**

**The Heart of Riverdale invites applications for the permanent full-time position of Program Support.**

***Are you a youth (15 - 30 years old) who loves working with people of all ages, especially children, and wants to learn more about any of the following:***

* Child Care
* Food Service
* Administration
* Arts Education
* Performance Production (technical support, costume construction, set design, prop construction, film and photography, program development, marketing and social media).

If so, we want to hear from YOU.

***WHAT AND WHERE IS THE HEART OF RIVERDALE?***

The Heart of Riverdale is an arts-based community centre located in the mountain valley City of Whitehorse, Yukon.

***WHAT WILL YOU BE DOING?***

Reporting to the After School Manager, you will work with Program Leaders to help assist with any programming at The Heart. Some duties will include:

* Day-to-day activities such as crafts, field trips to the playground, lunch supervision and taking groups to their class at the Heart
* Providing support at special events
* Following schedules for various projects and activities
* Picking up children from Riverdale schools (walking school bus) and making sure they reach The Heart safely, checking attendance, and reporting any missing students to the administration team
* Ensuring that students get to their class in time, supporting students in being adequately prepared and attired before the start of each class

**WHAT WILL YOU GET OUT OF IT?**

* $15.70 - $20.00/hour, based on 75 hours bi-weekly
* Schedule: Monday - Friday, shift work (1:00 – 9:00 p.m. or 10:30 - 6:30 p.m.), occasional weekends
* The chance to work with a fantastic and creative team of community-minded artists
* Performance and training opportunities
* Extended Health Benefits (dental, physio, prescription drugs) depending on hours of work
* Possibility to assist teachers in the classroom in either Art Music or Dance

 **WHAT DO YOU BRING TO THE TEAM?**

Along with some high school education, you have strong communications skills and love working in a team. You are interested in learning some new skills while working with people of all ages, including children.

**Job Requirements**:

* Bending, reaching, heavy lifting (up to 30 lbs)
* Long periods of time standing
* Ability to work evenings and weekends, if required

**Conditions of Employment:**

* Vulnerable Sector RCMP security clearance
* Willing to work evenings and weekends, if required
* all THOR employees are expected to conduct their duties in a harmonious and cooperative manner.

**Additional Information:**

Anyone who can legally work in Canada can apply for this job. If you are not currently authorized to work in Canada, the employer will not consider your job application. If necessary, we may consider the Yukon Nominee Program for the right candidate from abroad.

**WHAT’S YOUR NEXT STEP?**

You are invited to apply in confidence quoting ‘THOR-2022-91’ in the subject line, with your cover letter, resume, references, and any supporting documents to Laurette Sylvain, Human Resource Consultant at humanresources@theheartofriverdale.com. Deadline: Open until filled. A job description can be obtained by request. For additional information about the position, please contact: Andrea Simpson-Fowler, Executive Director, phone: 867-667-6700 or email andrea@theheartofriverdale.com.

Visit [www.theheartofriverdale.com](http://www.theheartofriverdale.com/). for information about the organization

and visit [**whitehorse.ca**](http://whitehorse.ca/) and [**yukon.ca**](http://www.yukon.ca/) for information on Whitehorse and

 living in the Yukon!

