

## 2024/2025 WORK STUDY PROGRAM

### JOB POSTING

**JOB TITLE:** DAYC 1 - Family Centre Program Assistant (CUPE)

**DEPARTMENT NAME:** Child Care Services

**CONTACT NAME:** Kim Ainsworth

#### **JOB DESCRIPTION:**

The Family Centre Program Assistant will coordinate and work at the weekly Community Food Market program offered at the UVic Family Centre, located in UVic Student Family Housing.

#### Duties include:

- Coordinate volunteers for the program, providing orientation and leadership to program and ensuring the program runs smoothly.
- Meet the driver to accept weekly food delivery.
- Work with volunteers to sort, package and distribute food; maintaining a clean and sanitary environment; and tracking statistics for number of individuals served.
- Order supplies (through Child Care Services) as needed.
- Keep Child Care Services Director updated on program and seek support when needed.

#### **QUALIFICATIONS:**

1. Strong organizational skills, warm, friendly, non-judgmental, compassionate and team-oriented;
2. Comfortable working in a family friendly environment;
3. Helpful to have experience working with and supporting volunteers;
4. Ability to work as part of a team and to work independently;
5. **Must be available to work on Wednesdays 9:30 am - 4:30 pm.**

**JOB LOCATION ON-CAMPUS:** UVic Family Centre (Block 39, Unit 208-2375 Lam Circle)

**WORK STUDY WAGE:** \$18.50/hour (including 4% vacation pay)

**DEPARTMENT TOP UP:** \$8.00/hour (plus 4% vacation pay)

**HOURS AVAILABLE:** 99

**HOW TO APPLY:** Email resume, cover letter and hours of availability to:  
Kim Ainsworth, Director, Child Care Services  
[kainsw@uvic.ca](mailto:kainsw@uvic.ca)

APPLICANTS MUST BE ELIGIBLE TO PARTICIPATE IN THE WORK STUDY PROGRAM  
For details go to: <http://www.uvic.ca/registrar/safa/work-study/index.php>