

BLAST Program Assistant

BULLETIN NUMBER:	469/E/25	DATE POSTED:	August 29, 2025
SCHOOL:	SCHOOLS & BUILDINGS IN THE LOUIS RIEL SCHOOL DIVISION		
COMMENCING:	As soon as can be arranged.		
COMPENSATION:	\$16.75 per hour		
HOURS:	4 hours per day (1.5-2 hours before school, 2-2.5 hours after school, as scheduled)		

JOB SUMMARY:

The BLAST Assistant supports the Before and After School Time program by providing supervision, care, and engaging activities for children in a safe, inclusive, and welcoming environment. The Assistant works under the direction of the Program Coordinator and in collaboration with other team members to foster social, emotional, and physical development in children through positive interactions and structured programming. Consideration may be given to divide this position. This position supports the strategic actions of the Multi-Year Strategic Plan.

RESPONSIBILITIES AND DUTIES:

As the BLAST Program Assistant, your responsibilities and duties will include:

- Working under the supervision of the Program Coordinator
- Supervising children and fostering a safe, respectful environment
- Planning and facilitating engaging activities
- Maintaining a safe and healthy environment
- Ensuring accurate sign in/sign out procedures
- Maintaining a positive and professional relationship with parents and families
- Upholding confidentiality standards
- Cleaning and maintaining the facility and equipment
- Serving snacks and maintaining hygiene standards
- Attending and participating in staff meetings
- Performing other duties as assigned

QUALIFICATIONS (EDUCATION AND EXPERIENCE):

- Childcare-related training (e.g., ECE Assistant) is an asset.
- First Aid and CPR training completed within the probationary period (90 working days).
- Experience working with children in group settings (childcare, recreation, school) is preferred.
- Strong communication and interpersonal skills.
- Ability to follow safety procedures and model respectful behavior.
- Dependability, flexibility, and a team-oriented mindset.
- Awareness of cultural sensitivity and inclusive practices.
- Skills in both official languages (English and French) are an asset.

CONDITIONS OF EMPLOYMENT:

- Satisfactory Criminal Record Check, including Vulnerable Sector Search.
- Clear report from the Child Abuse Registry.
- Respect In School or equivalent training is required.
- Review and comply with Divisional policies and guidelines.
- Continued employment is subject to maintaining legal eligibility to work in Canada.
- Valid Manitoba Driver's License, current Driver's Abstract, and access to a reliable vehicle.

APPLICATION PROCEDURE:

The Louis Riel School Division is committed to employment equity and accessibility. We encourage applications from members of equity-seeking groups with diverse abilities, backgrounds, cultures, identities.

- Apply by using the LRSD online submission process at www.lrsd.net.
- Include in your resume and cover letter your strengths and abilities and clearly define how you meet eligibility for the role.
- Identify the names and contact information of three references.
- Address cover letter and resume to Staff Services, Louis Riel School Division.
- Quote the Bulletin Number on the application; a separate application is required for each job bulletin.
- Upload your resume and cover letter as one document.

We thank all applicants for their interest. Only those selected for further consideration will be contacted.

APPLICATION DEADLINE:

Competition is open until position is filled.



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