



WINNIPEG SCHOOL DIVISION

Classroom Assistant- CSI Summer Learning Program

High School Student Employment Opportunity

Requisition #:

26-CSI-CA1

Location:

One of the following sites: Champlain, David Livingstone, Pinkham/Dufferin, John M King, King Edward, Lord Selkirk, Machray, River Elm, Shaughnessy Park, Sister MacNamara, Victoria Albert, Keewatin Prairies

Job Type:

Project, Term

Wage:

\$16.00/hour

Term Duration:

July 2, 2026 to August 10, 2026

Anticipated Shifts:

Monday – Friday, 8:30am – 4:00pm (35 hours/week)

Number of positions:

Approximately 20

Posting Closes:

March 2, 2026

What is CSI Summer Learning Program?

The Community School Investigators (CSI) Summer Learning Program offers a variety of academic, recreational, and educational activities during the summer months that students would not otherwise experience in a safe and caring environment.

Every day from 9:00 am - 2:30 pm, children in grades 1-6 take part in numerous opportunities designed to strengthen their math, reading, and writing skills, along with problem solving and language acquisition. Instructors deliver academic activities in the morning and provide physical activity and cultural experiences in the afternoon. These opportunities include field trips, guest artists, sports and recreation activities. To ensure children make the most of the program, they also receive two nutritious meals each day.

To learn more about the CSI Summer Learning Program, check out this video

<https://vimeo.com/95433631> or visit the BGC Winnipeg website at www.bgcwinnipeg.ca

Position Summary:

The Classroom Assistant is responsible for assisting Instructors in the classroom. Classroom Assistants will work directly with children ages 6-12 leading activities in small groups, assist with participants individually, as well as help prepare materials and activities. The Classroom Assistant will support the instructor in encouraging children's participation and helping them follow expectations. The Classroom Assistant is someone that enjoys working with children, they thrive in a fast-paced environment where they can get involved in the activities, build healthy and positive relationships with the children, and expand the children's skills and interests.

Duties & Responsibilities

- Participate in scheduled training workshops (orientation day, etc.)
- Assist in the leading of activities and supporting group work and individual participants
- Supervise children in classroom, on lunch breaks, on the bus, and during field trips



- Act as a positive role model by being actively involved in all activities, demonstrating a positive attitude, and following expectations
- Assist in managing children's behaviours by following behaviour expectations
- Respect confidentiality of personal information
- Prepare materials for activities, daily set up and clean up of program space
- Participate daily in the walking school bus both prior to and following the day's activities
- Be punctual, attend daily, and work as part of the team

REQUIRED SKILLS AND ABILITIES:

- Experience working/volunteering/mentoring children ranging from 6-12 years of age
- Leadership skills
- Enjoy learning and trying new things
- Willing to participate in variety of activities including reading, math, science, art, sports.
- Likes to meet new people
- Can take direction, work independently and as part of a group
- Positive role model

This position is intended for youth 15-18 years of age.

Conditions of Employment:

- Must be available for the full employment period
- Must be able to obtain and maintain a satisfactory Child Abuse Registry Check within the past 6 months
- For those 18 years old and older, must be able to obtain and maintain a satisfactory Police Records Check (including Vulnerable Sector Search - PVSC) within the past 6 months

How to Apply: Forward your cover letter and resume in confidence to hr@bgcwinipeg.ca (Please clearly state posting requisition number in the subject line)

Deadline for applications is March 2, 2026.

We thank all those that apply but only candidates selected to move forward in the selection process will be contacted.

BGC Winnipeg is committed to providing an inclusive workplace that embraces diversity, values differences, and supports the full participation of all employees. We offer accommodations to applicants throughout our hiring process, upon request.