

GREEK SCHOOL SUMMER PROGRAM
Junior Counsellor / Classroom Assistant

Summer Job Opportunity – Junior Counsellor / Classroom Assistant (2 positions)

Position Summary

The Junior Counsellor / Classroom Assistant will support the Senior Counsellor / Homeroom Teacher in supervising students and assisting with classroom-based Greek language learning, songs, stories, activities, transitions, and daily routines. This role is designed for someone who enjoys working with children, can support a safe and positive learning environment, and is comfortable helping with Greek cultural, recreational, and creative activities. The position combines classroom support, camp supervision, small-group assistance, and general program support throughout the day.

Major Responsibilities

Working as part of a team, the Junior Counsellor / Classroom Assistant will:

- Assist the Senior Counsellor / Homeroom Teacher with classroom routines, student supervision, Greek language activities, songs, stories, simple speaking practice, and learning tasks.
- Support small groups of students during reading, vocabulary, speaking, music, art, cultural activities, games, and project work.
- Help prepare classroom materials, photocopies, activity sheets, name tags, supplies, and learning spaces before and during program activities.
- Supervise students during arrival, snack, lunch, outdoor play, gym activities, transitions, dismissal, and after-care as assigned.
- Encourage student participation in Greek language learning, Greek songs, cultural activities, cooperative games, creative projects, and the final-day family showcase.
- Assist with behaviour support using calm, respectful, age-appropriate strategies and report concerns to the Senior Counsellor / Homeroom Teacher and Summer School Administrator.
- Help ensure the safety, supervision, and well-being of students at all times, including during trips, community centre activities, outdoor play, and special events.
- Maintain clean, organized, safe, and welcoming classroom and program spaces, including supplies, equipment, and learning materials.
- Communicate student needs, progress, concerns, or incidents to the Senior Counsellor / Homeroom Teacher and Summer School Administrator as appropriate.
- Act as a positive role model for students and support an inclusive, respectful, and culturally rich Greek school environment.

Knowledge, Skills, and Experience

- Experience working with children in a school, camp, childcare, community, cultural, or volunteer setting is preferred.
- Ability to support students aged approximately 6 to 12 in classroom, recreational, and cultural

activities.

- Interest in Greek language, Greek culture, music, dance, faith/cultural heritage, or community-based education is an asset.
- Ability to follow the direction of the Senior Counsellor / Homeroom Teacher, Summer School Administrator, and program leadership.
- Strong communication, teamwork, organization, patience, and reliability.
- Ability to support inclusive programming and respond to students with care, respect, and sensitivity.
- Basic knowledge of Microsoft Office, Google Workspace, or similar tools is an asset.
- Greek language ability is an asset, but the level required may vary depending on program needs.
- Current First Aid and CPR certification is an asset.

Terms of Employment

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| Position | Junior Counsellor / Classroom Assistant (Greek Language Program) |
| Number of Positions | 2 |
| Hours per Week | 40 hours per week |
| Hours of Work | Monday to Friday, approximately 8 hours per day; exact schedule to be confirmed based on program needs |
| Hourly Rate | \$20.00 per hour |
| Program Dates | To be confirmed |
| Reports To | Summer School Administrator / Program Lead |
| Work Location | St John Church (1385 Warden Avenue, Scarborough, Ontario, M1R 2S3) |
| Additional Requirements | Vulnerable Sector Screening / police reference check where required; minimum age and eligibility requirements to be confirmed; First Aid/CPR preferred |

Application Instructions

Interested applicants are invited to submit a cover letter and resume as one PDF document. Please use the subject line “Greek School Administrator” when applying by email.

Application deadline: May 20, 2026

Email your application to: education_director@togreekcom.org

Equity and Accommodation Statement: The Greek School Summer Program is committed to providing an inclusive, respectful, and accessible environment. Applications are encouraged from candidates with diverse backgrounds and experiences. Accommodation will be provided in all parts of the hiring process upon request.

We thank all applicants for their interest; however, only candidates selected for an interview will be contacted.