

JOB POSTING: PROGRAM ASSISTANT

ORKIDSTRA | OCTOBER 2026

Job Description at a Glance

The Program Assistant helps make OrKidstra's after-school programs welcoming, safe, and organized for children and families. Working onsite at our Ottawa-area hubs, this part-time role supports student check-in and check-out, attendance, family communication, volunteer coordination, and the practical details that keep each program evening running smoothly.

Working under the direction of the Program Team, the Program Assistant is a friendly, dependable point of contact for students, parents and caregivers, and volunteers. From preparing program spaces and supporting logistics to keeping attendance records and helping families find the information they need, this role provides hands-on support that allows our kids to focus on learning and making music together.

This position is ideal for someone who enjoys working with children and families, takes care with details, and is comfortable with the variety of a busy after-school setting. The successful candidate brings warmth, sound judgment, initiative, and a genuine commitment to OrKidstra's values of Love, Courage, Excellence & Belonging. This is a non-managerial, part-time program support role.

About OrKidstra

OrKidstra is a registered charity that provides social development programming through the provision of music education for children from equity-deserving communities in Ottawa. Inspired by the international El Sistema movement, OrKidstra believes in the power of music to transform lives, strengthen communities, and create opportunities for young people to thrive. In its 20th season, OrKidstra serves more than 850 children and youth from more than 62 cultural and linguistic backgrounds through our in-school and after-school programs. OrKidstra's mission is to empower kids and build community through the universal language of music. We provide children from low-income families with barrier-free group and individual music lessons and opportunities to learn important life skills such as respect, compassion, teamwork, and responsibility through playing and singing together. [Learn more at orkidstra.ca](https://orkidstra.ca).

Candidate Profile & Core Qualifications

We are seeking a reliable, approachable team member who enjoys helping children and families feel welcome and supporting the people and practical details behind a positive program experience.

The ideal candidate will bring:

- Experience working or volunteering with children, youth, or families, ideally in an after-school, community, recreation, or nonprofit setting
- Strong organizational skills and attention to detail, including the ability to maintain accurate attendance and other basic program records
- A warm, respectful approach to communicating with families from diverse cultural and linguistic backgrounds
- Clear verbal and written communication skills in English; French and other languages are considered assets
- Comfort using basic spreadsheets, email, and digital registration or attendance systems, with a willingness to learn OrKidstra's tools
- The ability to respond calmly to changing needs, follow safety procedures, and seek guidance when needed
- A collaborative approach and the ability to work independently on assigned tasks while keeping the Program Team informed
- A genuine commitment to OrKidstra's mission and values of Love, Courage, Excellence, and Belonging
- An interest in music and the arts is an asset; formal musical training and teaching experience are not required

Work Type

Part-time, non-managerial position, working onsite at OrKidstra's Ottawa-area program hubs.

- Mondays and Wednesdays 3:30pm-7pm
- Possibility for additional weekday hours as needed

Compensation

Hourly rate: \$21/hr commensurate with experience and qualifications.

You will join a collaborative, values-driven team and contribute directly to a welcoming after-school experience for children and families.

Working Environment

The successful candidate will be based in the National Capital Region and available during scheduled after-school programming, primarily on Monday and Wednesday afternoons and evenings. Some flexibility may be needed for concerts, special events, or summer programming. The role involves moving between program spaces, setting up and putting away materials, and supporting the practical needs of a busy hub. Reliable transportation to assigned program locations within Ottawa is essential.

Key Responsibilities

Culture & Philosophy

- Demonstrates OrKidstra's core values of Love, Courage, Excellence, and Belonging through teamwork, communication, responsibility, and care
- Contributes to a welcoming, inclusive environment where children, families, volunteers, and colleagues feel respected and supported

Student Attendance & Family Communication

- Welcomes students and families, supports student check-in and check-out, and follows established arrival, departure, and safety procedures
- Records attendance accurately and shares absences, discrepancies, and other relevant updates with the Program Team
- Serves as an approachable onsite point of contact for parents and caregivers, sharing routine program information and directing questions or concerns to the appropriate staff member
- Supports the collection and updating of student information and program evaluation feedback, maintaining confidentiality

After-School Program Logistics

- Prepares and tidies program spaces, including setting up and putting away chairs, stands, supplies, and other materials
- Supports snack and food arrangements, including purchases as directed, distribution, and clean-up, following established food safety and allergy procedures
- Helps students find their assigned classes and supports smooth transitions between program activities
- Actively supervises students during breaks between activities
- Communicates supply needs and practical issues promptly to the Program Team
- Follows first aid, emergency, and student safety procedures, seeking assistance and reporting concerns to the appropriate staff member

Volunteer & Program Support

- Supports volunteer coordination by helping volunteers and mentors understand their assigned tasks, schedules, and program routines
- Provides practical onsite support to volunteers and mentors, referring questions or concerns to the staff member responsible for volunteer coordination
- Assists with Youth Group, Leadership-in-Training, and summer programming logistics as assigned by the Program Team

- Helps keep instrument storage and program materials organized, and assists with basic inventory and the distribution of instruments and music as directed

Concerts & Additional Duties

- Supports concert, outreach, and special event logistics, including preparation, student check-in, family communication, volunteer support, and clean-up
- Shares approved photos, videos, or student and family feedback with the Communications Team in accordance with consent and privacy procedures
- Contributes to other related program support duties as required

Applications

Please submit a cover letter and resume care of chantalle@lefriendconsulting.com and tell us why you are a great candidate for this essential position at OrKidstra. Applications will be reviewed on a rolling basis, and the posting will remain open until the position is filled; candidates are encouraged to apply early.

This position requires enhanced police clearance and reference checks.

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

Equity

OrKidstra is an equal opportunities employer committed to diversity and inclusion. We enthusiastically encourage applications from Indigenous Peoples, newcomers to Canada, IBPOC, persons with disabilities, 2SLGBTQ+ individuals, and members of racialized and marginalized groups. We believe our community is stronger when it benefits from the understanding and wisdom of people who have diverse lived experiences representative of the communities we serve. OrKidstra is a place of belonging.