

Summer Student Job Posting:

Community Services Summer Student

AGENCY OVERVIEW:

Carizon Family and Community Services specializes in children's mental health, youth engagement and development, family violence services, individual and family counselling, parental support and education, credit counselling, workplace resilience, settlement support and community wellness.

POSITION OVERVIEW:

The summer student will work out of two local community centres and will engage in various Community Development initiatives. This may include planning neighbourhood activities, events and programs, and acting as a community centre host alongside local volunteers.

DUTIES/ RESPONSIBILITIES:

- Planning and facilitating activities in the community for various age groups
- Create and increase engagement and participation in the neighbourhood
- Identify community assets and priorities
- Share weekly plans, attendance, and notes with supervisor
- General administrative duties including tracking attendance, answering emails/phone, and other office help
- Ability to work without direct supervision as well as integrate experiences within a team
- Support the work of Carizon in other ways as required

EDUCATION/EXPERIENCE/SKILLS:

- Some university or college education in the area of community development, social development studies, social work or a similar program area.
- Strong interest in and experience working in neighbourhood-based projects
- Knowledgeable and experienced in working and communicating with a diverse population
- Excellent communication skills
- A non-judgmental and positive attitude
- Adaptability and creativity

REQUIREMENTS:

The successful candidate must meet the following criteria (as mandated by the Canada Summer Jobs Program):

- Be between the ages of 15 and 30 years old;
- Was registered as a full-time student during the preceding academic year and intends to return to school on a full-time basis during the next academic year;
- Is a student in a secondary, post-secondary, vocational, or technical program;
- Is a Canadian citizen, permanent resident, or person on whom refugee protection has been conferred; and
- Is legally entitled to work according to the relevant provincial/territorial legislation and regulations.

Additional Requirement(s):

- Flexible schedule –some activities and regular programs may occur in the evenings and occasionally on a weekend



HOW TO APPLY:

Interested applicants are invited to submit their resume (in confidence), before 4:00 p.m. on the last day of this posting to: Human Resources via email: hr@carizon.ca with the **job title of this position in the subject line**. *We request that candidates please send their cover letter and resume together as one combined document (Word.doc, PDF etc.).*

**Carizon is an equal opportunity employer and supports workforce diversity. At Carizon, we believe that diversity enriches our performance, clients, services offered, the communities where we live and work, and the lives of our employees. Should you require accommodation during the recruitment process, please contact Human Resources (hr@carizon.ca). While we thank all applicants for their interest, only those candidates selected for an interview will be contacted.*

<u>SALARY:</u> \$14.00/hour	<u>STATUS:</u> Summer Student Position	<u>POSTING PERIOD:</u> May 17-25, 2018
<u>LOCATION:</u> Waterloo Region	<u>HOURS OF WORK:</u> 30 hours/week	<u>DURATION:</u> 8 weeks