



Parkdale Community Information Centre

1303 Queen Street West
 Toronto, ON
 M6K 1L6
 Tel: 416 393 7689
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JOB DESCRIPTION SUMMER STUDENT YOUTH ENGAGEMENT SUPPORT WORKER CANADA SUMMER JOBS

The Parkdale Community Information Centre (PCIC) is a non-profit charitable community services organization committed to meeting the diverse and changing needs of the Parkdale community through the delivery of accessible, effective programs and services. PCIC helps people living in Parkdale to access community and government resources and services; supports them to live independently; and encourages them to participate more fully in community life.

JOB FUNCTION:

This position provides support to and will work closely with the Youth Program Staff.

ACCOUNTABILITY:

Reports to the Executive Director.

JOB RESPONSIBILITIES:

- Assist in the delivery of youth programming including newcomer and immigrant youth.
- Update community resources such as employment, drug prevention resources, recreation & sports, etc., to youth participants.
- Provide orientation and support to youth during their volunteering in different community organizations.
- Engage in community project activities such as Parkdale Family Resources Community Fair, Youth Job Fair, PCIC Rummage Sale, etc., and learn how to approach community donors in Parkdale for donation, such as putting in donation letters.
- Attend community meetings with staff, and discuss issues related to youth programming.
- Provide other administrative duties as required.

QUALIFICATIONS:

- Candidate is between 15 and 30 years of age (inclusive) at the start of employment;
- Is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and
- Is legally entitled to work according to the relevant provincial/territorial legislation and regulations

This position is available with 35 hours a week at \$14/per hour, for a duration of 13-week employment in summer, 2019. This position is accountable to the Executive Director.

Applications will be reviewed as they arrive and potential applicants will be invited to interview immediately, so please submit an application as soon as possible.

Please submit a resume and cover letter by May 12, 2019.

Attention: Hiring Committee
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