

Placement Youth Recreation Club - Position Description

Purpose:	<p>The Youth Recreation Club is a year round after-school program that engages youth ages 14-24 in activities that support physical health, promote volunteerism and community connections.</p> <p>CultureLink works within an anti-oppression framework and is committed to equity.</p>
Title:	Student Placement- Youth Recreation Club
Location:	2340 Dundas Street West, suite 301 Toronto, ON M6P 4A9
Key Responsibilities/ benefits:	<p>The student placed in this program will have the responsibilities listed below. All activities will be performed under the supervision of CultureLink's staff:</p> <ul style="list-style-type: none"> • Promote the Youth Recreation Club program and establish positive relationships with CultureLink's staff and community partners • Provide support to develop marketing and outreach materials • Outreach of volunteers and to maintain weekly updated volunteer list • Support the delivery of activities designed to increase young people's participation in quality recreational sports • Provide support in keeping accurate records of events and statistics of youth and volunteers enrolled in the program • Identify emerging needs in the community, and communicate those needs to supervisor • Develop program planning skills to organize and facilitate group sessions/workshops/outdoor activities. • Be familiar and assist with grant proposals • Participate in staff meetings and agency events • Other duties as assigned by assigned supervisor.
Reports to:	Assigned supervisor.
Length of Appointment:	At any time during the school year.
Time Commitment:	Open.
Requirements:	<ul style="list-style-type: none"> • Up to date Vulnerable Police Reference Check. • Commitment to anti-racism and combating other forms of discrimination • Ability to work cooperatively as part of a team and to give input into program • Availability during evening hours

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Application Process:

- Send resume and cover letter to Claudia Rivera, Placement Coordinator at crivera@culturelink.ca; documents shall be sent at least one month and a half ahead of placement start date.
- An interview will be scheduled with potential supervisor.
- If staff and student are willing and able to work together, then the student will fill out the student placement application form; will sign the confidentiality agreement and will submit all required documents.
- An on-boarding session will be scheduled with the student and the Student Coordinator to provide orientation on Student Placement Policy, Agency Overview, Health and Safety procedures, and agency tour.
- Student will then be placed with staff. A learning plan has to be in place which the student will develop with staff feedback and guidance.
- Future activities include field instruction, monitoring and evaluation.
- An electronic exit evaluation is done at the end of the placement to evaluate the student level of satisfaction and to request feedback to improve our practice.