

## **Student Placement - Position Description**

### *Volunteer & Community Programs Assistant*

#### **Objective:**

To support the Community Based Learning Unit and the Volunteer & Student Services Coordinator in the coordination, management and expansion of the Family Literacy Program in the Region of Peel.

#### **Location:**

- Region of Peel Headquarters – 10 Peel Centre Dr., Brampton, ON

#### **Requirements/Qualifications:**

- Currently enrolled in a Bachelor of Arts and/or Bachelor of Science program in Community Development, Family and Community Services, Sociology and/or Political Science a focus on community networking, community outreach, volunteer procurement and volunteer resource management
- Ability to draft reports, create data charts and surveys
- Demonstrated experience and/or interest with the development and evaluation of volunteer training programs and recognition events
- Excellent verbal and written communication skills in English (French and/or Punjabi an asset)
- Outgoing, approachable and exceptional interpersonal skills and abilities
- Ability to build and maintain positive relationships with internal clients, volunteers and community stakeholders
- Proficiency in all MS Office applications (Visio, Word, Excel, PowerPoint) an asset
- Access to vehicle an asset
- *Criminal Reference Check required following interview*

#### **Key Responsibilities:**

- Work closely with clients and team members to identify current and future volunteer placement needs
- Develop customized volunteer positions and assist administratively with the coordination of the Family Literacy Program
- Assist with the screening, assessing and assigning of volunteers to appropriate program placements
- Support the Coordinator, Student and Volunteer Services, as well as the Family Literacy team in all projects and initiatives
- Deliver presentations and develop marketing/promotional material to update website content
- Support the Coordinator, Volunteer and Students Services in developing and conducting volunteer orientation and training
- Support divisional program staff to develop, plan and accomplish formal and informal volunteer recognition
- Summarize volunteer program activity and provide statistical reports
- Represent the Region of Peel in various community forums and events

#### **Time Commitment:**

- 15 – 20 hours/week with some flexibility over a period of time to be determined with the appropriate supervisor

**Reports to:**

- Supervisor in the Community Based Learning Unit and the Coordinator, Volunteer and Student Services
- For more information contact [HSVolunteersStudents@peelregion.ca](mailto:HSVolunteersStudents@peelregion.ca)

**Please note this is a Volunteer Position and as such, no remuneration will be provided for your services. This position equally does not in any way guarantee present or future employment with the Region of Peel**