

Placement Title:	Bay Mills Program Assistant
Department:	Community Engagement
Total Number of Student Placements Available:	1
Days/hours per week this placement can run:	Wednesday to Friday The times of the placement are dependent on program needs and run between 10am and 8pm
Length of Placement:	September 2019 to December 2019 <i>or</i> September 2019 to April 2020
Location(s):	Bay Mills Hub 365 Bay Mills Blvd., Scarborough, ON M1T 2G5
Placement Description:	ACSA is looking for a dynamic individual to support in the animation of the Baymills hub space, as well as in the capacity building of residents. The role will be a combination of providing outreach/engagement, programming, as well as administrative support
Student Responsibilities:	<ul style="list-style-type: none"> • Implement community based outreach and engagement • Assist with the facilitation of children/youth programs • Supporting the reception desk in the Baymills Hub which involves the sign in of all visitors and participants in drop-in, special events and regular programming as well as the upkeep and organization of any registration packages • Maintain organization of program resources, supplies, community rooms and foyer • Participate as a team member on the delivery of other activities in the agency • Participate in ACSA and community events as needed
Required Experience/Skills/Education:	<ul style="list-style-type: none"> • Experience working with children/youth would be an asset • Team-player • Communication skills • Organizational skills • Completion of a Vulnerable Sector Screening
Orientation/Training Provided:	<ul style="list-style-type: none"> • Mandatory general ACSA orientation