

<b>Placement Title:</b>	Dorset Park Community Hub Student
<b>Department:</b>	Dorset Park Community Hub
<b>Total Number of Student Placements Available:</b>	1
<b>Days/Hour Per Week:</b>	1-5 days/week (Monday to Friday)
<b>Length of Placement:</b>	September 2019 to December 2019 or September 2019 to April 2020
<b>Location(s):</b>	1911 Kennedy Rd. Unit 105, Scarborough, ON M1P 2L9
<b>Placement Description &amp; Student Responsibilities:</b>	<p>The Dorset Park Community Hub is a one-stop shop where community members of Dorset Park can access essential services and programs, as well as community space. Our Dorset Park Community Hub placement student will be learning and working at the Hub in this community setting.</p> <p>Student responsibilities will include:</p> <ul style="list-style-type: none"> <li>• Supporting reception at the Dorset Park Community Hub, which includes greeting residents when they enter the space, answering calls, and being responsible for information and referrals</li> <li>• Supporting food bank reception with intakes, appointments and checking clients in when they arrive</li> <li>• Supporting the food bank by creating food boxes and distributing them to community members in need</li> <li>• Entering client information into databases in a timely manner</li> <li>• Participating in community engagement and outreach initiatives</li> <li>• Opportunities to participate in various other projects as needed</li> </ul> <p>This placement provides opportunities to:</p> <ul style="list-style-type: none"> <li>• Learn in a community setting</li> <li>• Work with diverse groups of people</li> <li>• Connect with and gain knowledge of a wide variety of programs and services</li> <li>• Connect with community partners</li> <li>• Gain experience in customer services</li> <li>• Develop communication and outreach skills</li> <li>• Participate in event planning</li> <li>• Do intakes, referrals and informal counselling</li> </ul> <p>Moreover, there are potential opportunities for project and workshop creation.</p>
<b>Required Experience/Skills/Education:</b>	<ul style="list-style-type: none"> <li>• Passion for working in a community setting</li> <li>• Communication skills</li> <li>• Organizational skills</li> <li>• Ability to work under pressure</li> <li>• Conflict resolution skills</li> </ul>

	<ul style="list-style-type: none"><li>• Team player</li><li>• Commitment to anti-oppressive practice</li><li>• Community engagement skills</li><li>• Creativity</li><li>• Second language is not required but an asset</li></ul>
<b>Orientation/Training Provided:</b>	<ul style="list-style-type: none"><li>• ACSA orientation</li><li>• Program-specific training</li></ul>

For information on how to apply for this placement, please see:

<https://www.agincourtcommunityservices.com/student-placements>