

<b>Placement Title:</b>	Outreach Placement Student
<b>Department:</b>	Outreach Program
<b>Total Number of Student Placements Available:</b>	1
<b>Days/hours per week this placement can run:</b>	<ul style="list-style-type: none"> <li>• 2-3 days a week</li> <li>• Mondays, Tuesdays, Thursdays, or Fridays (not Wednesdays)</li> <li>• 7 to 8 hours per day</li> <li>• 9am and 5pm</li> <li>• Some evenings and weekends</li> </ul>
<b>Length of Placement:</b>	September 2019 to April 2019
<b>Location(s):</b>	Multiple agency locations
<b>Placement Description:</b>	Working under the Volunteer and Outreach Coordinator, this student will attend outreach events and fairs on behalf of the agency. The student will assist with numerous administrative tasks which includes preparing outreach materials, data entry, phone calls, photocopying, assisting with sites calendars, updating the website, etc. Moreover, this student will help run one of the largest food drives in Toronto and assist with running a Volunteer Appreciation Event.
<b>Student Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Attend events and fairs on behalf of the agency</li> <li>• Administrative tasks including: data entry, phone calls, photocopying, assisting with sites calendars, updating the website, etc.</li> <li>• Facilitating orientations about the agency</li> <li>• A student-lead project to be determined</li> <li>• Supporting the Dorset Park Community Hub food bank's holiday food drive</li> <li>• Supporting ACSA's annual Volunteer Appreciation Event</li> </ul>
<b>Required Experience/Skills/Education:</b>	<ul style="list-style-type: none"> <li>• Must have facilitation skills and feel comfortable engaging with people</li> <li>• Strong written and oral communication skills</li> <li>• Comfortable connecting in person and via phone with ACSA's various locations</li> <li>• Detail-oriented and committed</li> <li>• Time-management skills</li> <li>• Problem-solving skills</li> <li>• Flexibility with scheduling and locations</li> <li>• Second language is an asset (Chinese and Arabic preferred)</li> </ul>
<b>Orientation/Training Provided:</b>	<ul style="list-style-type: none"> <li>• Mandatory general ACSA orientation</li> </ul>

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

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