



SUMMER STUDENT JOBS for High School Students

1. Job Title: Youth Community Leadership Squad - Team Leader

Tasks and Responsibilities:

- Lead the summer program participants as the team leader and provide overall guidance as necessary
- Co-ordinate with all the community organization contacts to confirm location, schedule and support system for the weekly on-site work program for the two leadership squad members.
- Work closely with youth settlement worker/supervisor to seek guidance and support in relation to co-ordinating the weekly community service work with partnering agencies, and summer program participants' weekly activities
- Participate in one-on-one mentorship to newcomer youth registered for summer program in developing their English language skills and helping with adjusting to their new environment
- Participate in serving the community by working one day a week at the other community partner organizations totalling 6 organizations to be chosen from the neighbourhood as per position availability (Parkdale Community Health Centre, Community Legal Services, Food Bank, Recreation Centre, Settlement Organization, Library and others)
- Participate as youth community engagement team by working with the university student summer employees once a week in preparing for the organization's annual summer events such as Rummage Sale (July) and other summer projects under the youth program as needed
- Communicate the weekly schedules/locations/activities to the summer program newcomer youth participants in person or via phone
- Help organize end of summer program party/event for the youth summer program participants where they will do poster presentation of their essays on the recreational activities undertaken during the six week period. The focus is to share their experiences in the summer program as a participant and they will be encouraged to invite their peers, family members and the community.
- Other administrative duties as assigned
- Complete a self assessment of the skills acquired through this first or early work experience of the summer with your direct supervisor, youth settlement worker

2. Job Title: Youth Community Leadership Squad -Team Co- leader

Tasks and Responsibilities:

- Lead the summer program participants as the co-team leader and provide overall guidance as necessary
- Provide one-on-one mentorship to newcomer youth registered for summer program in developing their English language skills and helping with adjusting to their new environment
- Participate in and support the summer program youth twice a week, as per the summer program theme developed by the newcomer youth focus group discussion held in May – the two weekly sessions focus on

providing language skills (essay writing and presentation) through recreational activities (soccer, basketball, biking, swimming, Frisbee etc.,) this summer over 6 weeks period from July 4th to August 12th

- Participate in serving the community by working one day a week at the other community partner organizations totalling 6 organizations to be chosen from the neighbourhood as per position availability (Parkdale Community Health Centre, Community Legal Services, Food Bank, Recreation Centre, Settlement Organization, Library and others)
- Participate as youth community engagement team by working with the university student summer employees once a week in preparing for the organization's annual summer events such as Rummage Sale (July) and other summer projects under the youth program as needed
- Communicate the weekly schedules/locations/activities to the summer program newcomer youth participants
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- Complete a self assessment of the skills acquired through this first or early work experience of the summer with your direct supervisor, youth settlement worker

Recommended Skills/Qualifications for both positions:

- Good Interpersonal/communication skills both in person and over the phone
- Proven track record as a team player including some team leading and/or positive youth peer mentoring experience
- Be punctual and able to multitask with good organizational skills
- Ability to understand newcomer youth barriers and challenges and be able to engage with your peers in a positive manner
- Ability to work independently and under minimum supervision
- Basic Computer Skills

Eligibility:

- Must be a youth (aged 15 to 30), currently in high school and returning to school in the fall

Employment Period: Monday, July 4th to Friday August 12th 2011 (6 weeks)

30 hrs per week (10 am to 5 pm – Monday to Friday)

Hourly rate – \$10.25

Interested Applicants: Please email your resume and cover letter to Kalsang@pcic.ca no later than Tuesday, June 14 **5:00 pm** to: Kalsang Dolma, Youth Settlement Program – Parkdale Intercultural Association.

You may also drop off your resume and cover letter at Parkdale Community Information Centre Office inside Parkdale Library at 1303 Queen Street West, Toronto

Note: Please do not send your resume/cover letter via facebook! All selected applicants will be contacted via email & phone no later than 5 pm, June 17th Friday.