

THE LEACOCK FOUNDATION

2020 Canada Summer Jobs: Program Assistants

We are looking for innovative program assistants who want to be part of an engaging, collaborative team in a camp-like setting! We serve elementary aged students in Toronto's designated "high priority communities."

Camp Locations: Woburn Jr. Public School, Branksome Hall, Jane and Driftwood area

Pre-camp responsibilities

- Attend and assist with volunteer/staff orientation session
- Assist with organization of supplies

Responsible for, but not limited to

- Arrive a half hour early to help set up and greet students and assist at the end of the day with dismissal, clean up and return supplies to designated storage area
- Managing daily "safe arrival program"
- Welcoming and sending off First Nations Bus students and complete attendance (Branksome site only)
- Organize distribution of camp t-shirts and water bottles
- Assist with care and storage of technology equipment: iPads/Netbooks at end of day and assist with inventory
- Take part in ongoing program planning with other teaching staff and student volunteers
Assisting in the classroom and gym with daily literacy program of reading and writing activities
- Managing daily snack organization and distribution to each class
- Support the site director with paperwork when needed: assist with assessment data input and may include photocopying and gathering materials
- Mentoring student volunteers
- Help supervise recess and lunch period
- Implementing safety procedures throughout the program
- Participate and assist with onsite workshops and field trips
- Social media: take photos of camp events and with supervision from director post on Twitter/Instagram
- Help organize open houses / end of camp celebration / volunteer activity afternoon
- Completing a weekly timesheet to record hours of employment
- Assist with end of program clean-up and storage of materials

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Education and Experience

- Experience with the Leacock Foundation literacy programs (preferred)
- Experience in working in youth program settings within the designated communities

Please submit an updated résumé and 2 references, with attention to:

Stefania Matarazzo
Program Coordinator, The Leacock Foundation
stefania@leacockfoundation.org

Deadline: April 10, 2020

Please note that only those selected for an interview will be contacted.

Please note that this position is dependent on Canada Summer Jobs funding.