Canada Summer Jobs

Child Development Resource Connection Peel engages, connects, and empowers the community through information, resources, learning opportunities and services that promote quality family life.

**POSITION:** Volunteer and Outreach Assistant

**REPORTS TO:** Early Years Manager

**Position Profile:**

The student will assist the Outreach and Volunteer Coordinator, who is responsible for recruiting and supporting volunteers as well as developing various marketing strategies. The student will also assist the Outreach and Volunteer Coordinator in participating in committees, researching, and planning outreach events.

**Term:** 30 hours a week / 9 weeks with possible Saturday and evening shifts. *(please note that the applicant must be between the ages of 15 to 30).*

**Position available as of:** June 10th 2019

**Qualifications & Skills:**

The applicant must be between the ages 15-30 years and legally entitled to work, as per requirement of project funder of Canada Summer Jobs.

- Be enrolled in or completed Community Outreach Worker or Early Childhood Education program
- Ability to communicate in English, both spoken and written (second language an asset)
- Knowledge of CDRCP’s services
- Teamwork Skills
- Manage Information
- Demonstrate Positive Attitude and Behaviour
- Adaptability

**Application Process:**

A resume and covering letter referencing the job title should be received by **Friday, May 31st**, and directed to:

**Name:** Noreen Hornsby, Early Years Manager  
**E-mail:** Noreen@cdrcp.com

No phone calls please. We thank all applicants for their interest however we may contact only those candidates selected for interview.