



EMPLOYMENT OPPORTUNITY
Children & Youth Support Assistant (in person and remote)
1 position

This is an opportunity to gain some valuable experience in a variety of areas. This role will provide exposure in both an office and camp setting. The office located in Toronto, ON, will require you to work either in-person or remotely. You will also be expected to help out when needed at either the Toronto/GTA camp location or the Milton camp location.

The primary responsibilities required for this position include, but are not limited to:

1. Assisting with general office duties such as filing, photocopying and scanning documents.
2. Performing data entry and maintaining electronic and paper records.
3. Assisting with developing camp program, activities and gathering supplies needed.
4. Helping the Camp Coordinator with administrative tasks.
5. Filling in as camp staff as needed.
6. Participating in training workshops held prior to camp.
7. Reporting to the Director of Children and Youth programs; and,
8. Performing other duties as assigned.

Qualifications:

- Proficiency in basic computer skills, including Microsoft Office Suite (Word, Excel, Outlook).
- Excellent organizational and time management skills.
- Attention to detail and accuracy in data entry and record-keeping.
- Ability to multitask and prioritize tasks effectively.
- Excellent interpersonal skills and energetic.
- Willingness to learn and adapt to new tasks and responsibilities.
- Comfortable and knowledgeable about working with children and youth.
- Fluent in ASL.
- Knowledgeable and respectful of Deaf culture.

Canada Summer Jobs Candidate Criteria:

- be between 15 and 30 years of age at the start of employment*;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

****The youth must be 15-30 years of age at the beginning of the employment period. The youth may have a birthday and become 31 years of age during the employment period.***

Candidates are invited to indicate their interest in this position by sending a resume and cover letter to the Director of Children and Youth Programs at s.wirch@silentvoice.ca by March 31st, 2024.

We thank all applicants for their interest in Silent Voice. However, only candidates selected for an interview will be contacted. No telephone calls please.

Silent Voice is committed to employment equity. For more information about our organization, please visit our website at www.silentvoice.ca.