



95 Ellen Street
Winnipeg, MB R3A 1S8
ircom.ca

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Position Title: ASP Intern

Position Summary

IRCOM is currently looking for 4 interns for our After School Program. An intern in ASP will be expected to volunteer in Children's Program three times per week, with some possibility of also volunteering in Youth Program. Interns will be under the supervision of Volunteer and Community Services Program Manager Vanessa Kornelsen, and will be expected to conduct themselves as a paid employee, following all procedures and policies and acting in a responsible manner that supports IRCOM's values. Interns will be given opportunities to develop their employment skills and participate in trainings that can enhance their resumes.

Duties and Responsibilities

- Act as a positive role model at all times
- Actively engage with children/youth and participate in program activities
- Build relationships with the children/youth in a way appropriate to their age
- Maintain good communication with ASP program staff
- Meet with Vanessa regularly for supervisory meetings
- Assist with program set up and clean up
- Be familiar with program guidelines and help enforce them as needed and appropriate
- Ask IRCOM staff for assistance as needed and appropriate
- Clearly track hours and report to Vanessa, calling ahead if sick or absent
- Participate in trainings as required, may involve some Saturdays
- Other duties as required

Time Requirements

This position requires interns to come three times a week for a minimum of two hours per shift, as scheduled. The internship will begin September 5th, 2017 and end February 2nd, 2018, with some possibility of extending.

Skills and Qualifications

- Must be friendly and approachable
- Must be sensitive to cultural differences and the impact of previous experiences on children/youth
- Must be flexible, as programs sometimes change last minute
- Must be able to maintain open lines of communication with other staff
- Experience working with children/youth an asset, but not required

- Must complete required trainings provided by IRCOM (see below)
- Must complete a satisfactory criminal record check and child abuse registry check
- Must be between the ages of 16 and 25

Orientation and Training

All interns will be expected to attend the volunteer training on Thursday, September 7th from 5:30-7:30pm at 215 Isabel St.

Other orientation sessions will be held the week of September 5th-8th.

Throughout the internship, interns will have the opportunity to attend First Aid/CPR training, Food Handler's Training, and other trainings as relevant and available.

Interns may request trainings that are of interest to them.

Supervision

Interns will be supervised by Volunteer and Community Services Program Manager, Vanessa Kornelsen. They will also be expected to cooperate with and take direction from the ASP staff they are in program with.

Benefits

- A chance to build relationships and support newcomer children/youth
- The chance to develop your employment skills in an on-the-job setting
- Access to trainings that help strengthen your resume
- The chance to develop your communication and leadership skills
- Reference letter provided at the end of the internship
- Access to all of IRCOM's internal job postings
- A token honorarium of 50\$/month will be provided, dependant on attendance

To apply for this position, send your cover letter and resume to:

Attn: Vanessa Kornelsen
95 Ellen St
Winnipeg, MB R3A 1S8
Email: vanessak@ircom.ca

Application deadline is 9am on Monday, August 14th, 2017.

We thank all who apply. Only those selected for an interview will be contacted. Those not selected for the position may reapply for the internship that will run from February until June, 2018.