



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

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## **Position Title: HEY Intern**

### **Position Summary**

IRCOM is currently looking for two interns for our Homework and Education for Youth program. An intern in HEY will be expected to volunteer in Homework Program three times per week. The intern 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. The intern will be given opportunities to develop their employment skills and participate in trainings that can enhance their resume.

### **Duties and Responsibilities**

- Act as a positive role model at all times, demonstrating support for pursuing a quality education
- Help youth complete homework assignments
- Actively engage with youth and participate in program activities
- Build relationships with the 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 the intern to come three times a week for a minimum of four hours per shift, as scheduled. The internship will begin September 5<sup>th</sup>, 2017 and end June 29<sup>th</sup>, 2018.

### **Skills and Qualifications**

- Must be outgoing, able to approach youth to initiate conversation and relationship
- Must be patient and compassionate, sensitive to youth's previous experiences in educational settings
- Must be actively pursuing a University degree
- Must be able to tutor in at least two high school subjects
- Must be flexible, as programs sometimes change last minute
- Must be able to maintain open lines of communication with other staff
- Experience working with youth or in an educational setting 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 willing to learn and receive constructive feedback

### **Orientation and Training**

All interns will be expected to attend the volunteer training on Tuesday, September 5<sup>th</sup> from 5:30-7:30pm at 95 Ellen St.

Other orientation sessions will be held the week of September 5<sup>th</sup>-8<sup>th</sup>.

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 100\$/month will be provided, dependent on attendance

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

**Attn: Vanessa Kornelsen**  
**95 Ellen St**  
**Winnipeg, MB R3A 1S8**  
**Or by email: [vanessak@ircom.ca](mailto:vanessak@ircom.ca)**

**Application deadline is 9am on Monday, August 14<sup>th</sup>, 2017.**

We thank all who apply. Only those selected for an interview will be contacted.