



2022 Summer Internship, Student

Position

Service Delivery Support

Purpose, time frame, hours & wage

Big Brothers Big Sisters of Halton and Hamilton is hiring for 3 summer student positions in Service Delivery. Each position offers a hybrid of virtual and in-person work. One position will be based in our Grand Erie office in Brantford, and two positions will be based in our Hamilton or Burlington office.

The successful candidates will have experience, and/or be currently enrolled in a related field (i.e. Child and Youth workers, Social Service Worker, Social Work). This is an 11 week position, beginning on June 6, 2022. The hours of work are Monday to Friday, 8:45am – 4:15pm, with a half hour unpaid lunch. Remuneration is \$16 per hour

Scope of the Project

The successful candidate for the Hamilton and/or Burlington offices will work with agency staff, and other students to plan and facilitate a summer leadership program for youth in our programs, as well as youth referred to us, by our community partners.

This position will also include administrative duties, including, but not limited to, creating schedules, parental information packages, ensuring necessary paperwork has been completed, and communicating with parents and guardians by email and/or telephone.

The successful candidate for the Grand Erie (Brantford) office, will work with Case Managers assisting in the roles of intake, client re-assessment, office administration,

Interested applicants are invited to submit a resume to:

5fd86a59.bigbrothersbigsisters.ca@ca.teams.ms

The subject line of your email should be as follows:

Applicant First & Last Name - Service Delivery Support

*The successful candidates will be expected to begin their internship by May 30, 2022. Only individuals who are selected for an interview will be contacted.

*Note that a Police Background Check will be required upon hire.