

Student Placement Description

Title: Placement Student

Reports to: Executive Director and Program Coordinators

Function: Assist The Gatehouse in various areas including Adult Support Group program coordination, intake assessments, community awareness presentations, fundraising initiatives, social media and video projects.

Hours/Days: Flexible, varied: mornings, afternoons, evenings and weekends. Student placements can be 4 months (1 semester), 8 months (2 semesters) or summer (2 months) in length

Responsibilities:

- Assist with The Gatehouse Adult Support Group programs through providing program information, directing calls and visitors, scheduling and conducting intake assessments, setup and maintaining confidential participant files, writing confirmation letters, tracking attendance and follow up calls to participants and volunteer Facilitators as required
- Conducting research in the area of Childhood Sexual Abuse including: obtaining statistical data on prevalence, available treatments, after effects of abuse for children 0-12, 13-18, 18-24 and 24+ age groups, updating organizations and psychotherapists database and connecting with other agencies to obtain program information in the GTA
- Assist with Fund-raising initiatives including: researching potential funders, updating fund-raising database, writing letters of intent, in-kind donation letters, putting together proposals to foundations, government and other agencies, sorting in-kind donations and delivering presentations to the Fund-raising committee on status of grants
- Assist with coordination of The Gatehouse promotional events including the “Transforming Trauma into Triumph Conference” including payment processing and registration of participants, mail out/fax of Conference promotional materials, set up of information booths/tables, distributing written material pertaining to Gatehouse programs
- Assist with volunteer recruitment & recognition initiatives including delivering presentations about the Gatehouse and its programs, creating placement postings, updating volunteer tracking report, confirming participants, creating certificates, tracking attendance, setup and cleanup of event space(s)
- Updating content on The Gatehouse social media sites such as Facebook, YouTube and Twitter as requested including video editing
- Posting notices of upcoming events at the Gatehouse including fund-raising, community awareness initiatives and volunteer recruitment amongst others.
- Assist with video documentaries and event photography including: obtaining consent forms for event participants, taking pictures of volunteer meetings, fund-raising activities and other events and uploading onto social media sites as requested
- Recording volunteer meeting minutes as required
- Placement students may also participate in the meditation program in Oakville.
- Sort and distribute incoming and outgoing mail as required
- Other duties as assigned

Required Skills & Abilities

- Excellent communication skills, both oral and written
- Experience working with computers and software including Microsoft Office software (Word, Excel, PowerPoint), Internet and email
- Able to work both individually and as part of a team
- Pleasant, helpful and professional telephone manner
- Able to effectively manage time in order to complete workload accordingly
- Must be 18+

Desirable:

- Previous grant and fundraising writing experience an asset
- Proficient knowledge and use of Facebook, Twitter, and YouTube
- Possess a valid CPR/AED Level C certificate

Benefits to Student

- Opportunity to utilize and develop current and new skills including communication, networking, interpersonal and technical abilities in the social and community services field.

Orientation & Training

- Orientation session and ongoing supervision on the job provided at all times during student placement at the Gatehouse.
- Students attend a two-day facilitator training workshop.

Application Process

1. Submit volunteer [application form online](#)
2. Submit a current resume and cover letter (in word or pdf format) to [Paula Cordeiro](#) - In your email message to Paula please include school name, program name, the # of semesters required for placement # of hours required per semester # days per week with which days are allocated to placement.

Selection Process

- Attend an in-person group interview
- If a candidate is successful at the interview stage, they will move onto step 2 of the selection process – A written component, which will be emailed to them by Paula.
- Successful completion of a police vulnerable sector check required.

Once a student has been successfully selected:

- One day orientation session is provided - Volunteer guidebook provided
- In placement ongoing training and support provided
- All Students must provide a copy of their CLEAR vulnerable sector check

- All students must sign and uphold all Gatehouse policies and processes due to the nature of the work that is conducted here including confidentiality, violence in the workplace, harassment, discrimination, health and safety, investigation support, phone and social media.