



Unpaid Student Placement Description

Are you passionate about making a positive impact in the community and supporting individuals who have experienced childhood sexual abuse? The Gatehouse is offering an exciting student placement opportunity for motivated individuals interested in gaining valuable experience in the social and community services field. As a Placement Student at The Gatehouse, you will have the chance to contribute to various essential areas, including program support, facilitation, research, fundraising, outreach and presentations, social media content creation, event organization and support, and more.

Position Overview:

Title: Placement Student – Unpaid Practicum

Reports to: Executive Director and Program Support Staff

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: Varied hours including mornings, afternoons, evenings, and weekends. Student placements can last for 4 months (1 semester), 8 months (2 semesters), or the summer (2 months).

Responsibilities: As a Placement Student at The Gatehouse, you will be involved in a diverse range of tasks, including but not limited to:

- Assisting with The Gatehouse Adult Support Group programs, handling program information, directing calls and visitors, conducting intake assessments, and maintaining participant files. Practicum students may be asked to co-facilitate peer support groups where needed.
- Conducting research on Childhood Sexual Abuse, collecting statistical data, updating databases, and connecting with other agencies in the Greater Toronto Area (GTA).
- Supporting fundraising initiatives by researching potential funders, writing letters of intent, proposals, and assisting in-kind donation management.
- Coordinating promotional events, such as the "Transforming Trauma into Triumph Conference," "Healing the Voice Within Fundraiser" and other events - handling participant registrations and promotional material creation and distribution.
- Assisting in volunteer recruitment and recognition initiatives including registration lists, set up and take down at events.
- Delivering presentations about The Gatehouse and its programs, and maintaining volunteer tracking reports.

- Creating content for The Gatehouse's social media platforms, including Facebook, YouTube, and Twitter, and participating in video editing projects.
- Posting notices of upcoming events at The Gatehouse, such as fundraisers, community awareness initiatives, and volunteer recruitment efforts.
- Assisting in video documentaries and event photography, obtaining consent forms, and uploading media onto social media platforms.
- Recording volunteer meeting minutes and performing various administrative tasks as required.

Required Skills & Abilities:

- Excellent oral and written communication skills.
- Proficiency in Microsoft Office software (Word, Excel, PowerPoint), Internet, and email.
- Ability to work independently and as part of a team.
- Professional and helpful telephone manner.
- Effective time management skills.
- Must be 18 years or older.

Desirable Skills (optional):

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

Benefits to Student: This student placement offers an excellent opportunity to develop and utilize essential skills, including communication, networking, interpersonal, and technical abilities within the social and community services field.

Orientation & Training: Students will receive an orientation session and ongoing supervision throughout their placement at The Gatehouse. Additionally, a two-day facilitator training workshop will be provided.

Application Process:

1. Submit the volunteer application form, cover letter and resume to Jasmine Lem, Program Assistant jasmine@thegatehouse.org
2. In your cover letter, please include your school name, program name, the number of semesters required for placement, the number of hours required per semester, and the allocated days for the placement.

Selection Process:

1. Attend a group interview
2. Successful candidates will proceed to step 2, which involves a written component emailed by Gatehouse staff member.
3. A police vulnerable sector check is mandatory for successful candidates.

After Selection:

1. An orientation session(s) will be provided, along with a volunteer manual.
2. Ongoing training and support will be available throughout the placement.
3. All students must provide a copy of their **CLEAR** vulnerable sector check.
4. Adherence to all Gatehouse policies and processes is required, including confidentiality, workplace violence, harassment and discrimination, health and safety, investigation support, and phone and social media protocols.

If you are eager to make a meaningful difference in the lives of others and gain valuable experience in the social and community services sector, apply now for the Placement Student position at The Gatehouse. We look forward to welcoming you to our dedicated team and helping you grow professionally while contributing to our important mission.