

THE DISTRICT MUNICIPALITY OF MUSKOKA

Community Services

Job Description

POSITION TITLE: Social Integration Support

CLASSIFICATION: Summer Student

POSITION SUMMARY:

Responsible for administrative support to various programs within Community Services.

MAJOR RESPONSIBILITIES: (Not limited to)

- Assist program staff in Housing, Children's Services, and Employment Services in developing social integration activities and programs;
- Coordinate the promoting and marketing of these activities and programs;
- Maintain data on attendance and follow-up with clients following events;
- Other related duties as assigned.

EDUCATION, EXPERIENCE AND QUALIFICATIONS:

Previous experience and education related to social services. Ability to relate to others including adults and children. Ability to work independently. Ability to develop creative ideas for social activities and social inclusion. Good oral and written communication skills. A valid Ontario Driver's License (minimum Class G2).

Students must be enrolled in full-time post secondary studies for the following school year with proof of enrolment provided to the Human Resources department when requested.

Students shall be hired based on qualifications, experience, skills, abilities and course of study applicable to position being filled. Relationship to another employee in the District shall not be a consideration in the hiring process.