

CO-OP STUDENT PLACEMENT OPPORTUNITY

POSITION TITLE:	Community Centre Placement Student
DEPARTMENT/DIVISION:	Community Services/West Arthur Community Centre
SUPERVISOR:	Amanda Prien – Community Program Coordinator
LOCATION:	1914 Arthur Street West, Thunder Bay
NUMBER OF POSITIONS AVAILABLE:	1
PREFERRED TIME OF DAY:	Morning/Afternoon

GENERAL DUTIES:

- Assist with rental requests for booking and planning
- Preparing community engagement events
- Set up and take down of programming and events
- Inventory and setting up a large community

POSITION QUALIFICATIONS:

- Must be highly motivated
- Must work well in a team environment
- Must be able to work with minimal supervision
- Must be proficient in the use of computers and current related software (Word, Excel, Outlook)
- Must be able to deal with the public in a courteous and tactful manner, especially the senior community.
- Must be able to move through the center and set up and take down tables on a regular basis
- Must be able to get to West Arthur Community Centre daily.

Business casual office attire required.