

## **Student Placement Position: Practicum Student & Volunteer Engagement Assistant**

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### **About Access Alliance:**

Access Alliance Multicultural Health and Community Services is a multi-service community agency that works to improve health outcomes for the most vulnerable immigrants, refugees, and their communities. We do this by facilitating access to services and addressing systemic inequities. The Centre envisions a future in which Toronto's diverse communities achieve health with dignity.

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**Position Title:** Practicum Student & Volunteer Engagement Assistant

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**Placement Type:** Hybrid: In-Person & Virtual

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**Number of Positions Available:** 1

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### **Worksite Location and Conditions:**

Access Alliance Downtown – College Site  
340 College St., Ste. 500  
Toronto, ON M5T 3A9

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### **Brief Description of Practicum Project:**

- Assist with various aspects of the recruitment and onboarding processes for volunteers, ensure the new volunteers are properly screened and oriented to their roles with the required level of understanding of the relevant policy and procedures
  - Work with the volunteer and student placement lead to consolidate data and provide administrative support
  - Follow and track volunteer records
  - Participate in planning and executing engagement events and activities to keep volunteers and practicum students well connected, recognized and motivated
  - Contribute to the process improvement effort for volunteer and student management work areas and have input in synthesizing best practices
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### **Learning Outcomes/Goals:**

- Shadow a volunteer management professional to observe the how day-to-day volunteer/practicum student management activities are performed and how sometimes complex issues are tackled
  - Apply the learned best practices in social/community services in volunteer management work
  - Learn to develop and deliver effective volunteer engagement activities
  - Apply critical thinking and problem-solving skills to real-world tasks
  - Gain experience in planning and evaluation as well as data analysis and report writing
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### **Qualifications/Competencies Required:**

- Working towards a bachelor's degree or diploma, preferably in nonprofit management, health service management, community social services or community development
  - Must be enrolled in a program with co-op/work term requirements
  - Strong time management and organizational skills
  - Strong verbal and written communication skills
  - Able to constantly prioritize work in a fast-paced, service-oriented environment
  - Demonstrated computer skills in MS Office and Google Workspace applications
  - A minimum of 200 hours of placement time is required for one semester
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### **Benefits to the Student:**

- Gain solid work experience in a community health setting working with diverse stakeholders
  - Explore possible pathways leading towards a prosperous career in volunteer management, HR and nonprofit management;
  - Hone leadership skills by facilitating workshops, orientations, group discussions and organizing events and motivational activities
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**Placement Period:** Fall 2022

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### **Supervisor Name and Contact:**

Eliana Peña

### **Volunteer & Student Placement Lead**

[volunteer@accessalliance.ca](mailto:volunteer@accessalliance.ca)

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**Application Deadline:** July 24, 2022

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### **To Apply:**

Complete an [application form by clicking here](#)

Please fill 'Practicum Student & Volunteer Engagement Assistant' as the "Position Title" in the Application Form