



## Summer Student Employment Posting

<b>Department</b>	Continuing Education (CE)
<b>Job Title</b>	Student Outreach Assistant – Summer Youth Workshop
<b>Vacancies</b>	2
<b>Pay Rate</b>	\$17.20 per hour
<b>Job Start Date</b>	June 23, 2025
<b>Job End Date</b>	August 8, 2025
<b>Program Related</b>	Community Services
<b>Deadline</b>	March 2, 2025
<b>Hours</b>	35

The Student Outreach Assistant will work closely with instructors in the summer workshop programs and must be an enthusiastic individual, comfortable engaging and working with youth ages 10-15 years old. The student will work in the Continuing Education Department to practice and learn a variety of new skills, using current technology.

- Qualifications:**
- Must be a full-time post-secondary student at Confederation College in the 2024-2025 academic year (minimum – attending entire winter 2025 semester). Full-time is defined as having a minimum 60% course load, or 40% if you have a permanent disability.
  - Must be returning to Confederation College as a full-time post-secondary student in September 2025
  - Must be a Canadian citizen, permanent resident protected person, or an international student who is legally eligible to work in Canada.
  - If domestic, must be approved for OSAP, or complete the [needs score spreadsheet](#) to demonstrate a financial need
  - Must be a Canadian citizen, permanent resident protected person, or an international student who is legally eligible to work in Canada;
  - Student in the community services

- Duties:**
- Participate as a classroom assistant as required for summer workshops
  - Assist students in the summer workshop activities and follow safe practices as established
  - Prepare and distribute materials for set up of summer workshop weeks as required
  - Greet youth participants, track attendance and guide youth to workshops on campus
  - Enthusiastically engage with participants
  - Monitor participants daily during arrival, lunches and departures
  - Determine workshop games and activities in line with workshop experience
  - Develop rapport and trust with participants during weeks at workshop
  - Under the guidance of instructors and staff, assist with all functions related to the delivery of the workshops

- Report on any behaviour and discipline problems or other concerns to the CE staff and instructor
- Develop a summary paper outlining changes required or suggestions for future workshops as it pertains to your role
- Report to supervisor your overall experience and evaluation of the Career Samplers Program
- Help chef with food preparation, washing dishes and kitchen duties as assigned
- Complete health and safety training on the job as required

**Health & Safety  
Considerations:**

- Working in the kitchen, food prep support, kitchen utensils
- Working both inside and outside in summer conditions
- Lifting, bending, squatting, walking distances
- Riding a bicycle
- Working with hand tools e.g. screwdriver, wrench