

## Integra Community Education & Engagement (CEE) Volunteer

<b>Position Title:</b> Integra Community Education & Engagement (CEE) Volunteer	
<b>Supervisor Name:</b> Hayley Stinson, MSW, RSW	
<b>Main CDI Location for Placement:</b> 25 Imperial St. and Northern District Library (40 Orchardview Drive)	
<b>CDI Program (if applicable):</b> Integra Program	
<b>Days &amp; Times of Placement:</b> Thursday evenings (6 dates over the course of the fall, winter, or spring) – 5:30-8:30pm	
<b>Start Date:</b> To be determined	<b>End Date:</b> To be determined

### **Purpose of the Position:**

The Integra Community Education & Engagement (CEE) program hosts a series of workshops in the fall, winter, and spring for community members (parents, educators, other professionals ) on various topics related to Learning Disabilities and Mental Health (LDMH) in children and adolescents. The Integra CEE volunteer will help assist the program Facilitator with the operational and administrative tasks on the evening of these workshops. The volunteer will also have the opportunity to attend the workshops during their term. This position would be well suited to someone with strong organizational and interpersonal skills who is interested in gaining knowledge and understanding of LDMH in children.

### **Skills Required:**

- Strong organizational skills and excellent attention to detail
- Strong interpersonal or customer-service skills (friendly, approachable, welcoming)
- Ability to manage multiple demands effectively
- Interest in gaining knowledge and understanding of Learning Disabilities and Mental Health (LDMH) in children and adolescents.
- Responsible, reliable, and ability to commit to assisting with a full workshop series (fall, winter, or spring)

### **Key Responsibilities:**

- Preparation of workshop space (set up chairs, tables, signs, audio-visual equipment), and clean-up afterwards
- Registration of participants for the workshop, handling of money for workshop fees, distribution of handouts and basic information about Integra services
- Assisting the CEE Facilitator with various operational tasks as needed

**Commitment:**

To ensure consistency and effective implementation of CEE workshops, volunteers are expected to make a commitment of a minimum of one workshop series (consisting of 6 workshops over the course of the fall, winter, or spring).

**Orientation/Training:**

Orientation: TBD

In addition to providing all volunteers with a formal orientation prior to the start of involvement with Child Development Institute, we provide monthly learning sessions for volunteers, students and employees.

At the beginning of their position, volunteers will be provided with one-on-one training and orientation to the CEE Integra Workshop Series and corresponding responsibilities. Ongoing direct supervision and training will also be provided to the volunteer.

**Supervision:**

Hayley Stinson, MSW RSW

(416) 603-1827 ext. 5233

[hstinson@childdevelop.ca](mailto:hstinson@childdevelop.ca)

**Evaluation:**

Child Development Institute evaluates volunteers annually in June. Volunteers receive their evaluation via e-mail unless an in-person meeting is requested. All e-mailed evaluations will be sent by August 31<sup>st</sup>.

**Due to the high volume of applicants, please note that only those candidates selected for an interview will be contacted.**

[Click here to fill out the online volunteer application form](#)