



Events Assistant

The Peer Project | Youth Assisting Youth (YAY) is seeking an Events Assistant to assist with organizing recreational activities for children and youth clients.

PLEASE NOTE: APPLICANTS MUST BE REGISTERED WITH MIZIWE BIIK ABORIGINAL EMPLOYMENT AND TRAINING IN ORDER TO QUALIFY AS A POTENTIAL APPLICANT.

The Events Assistant will be responsible for a number of tasks:

1. Assist the Events Coordinator in the organization, promotion and operation of all agency events for at-risk and newcomer children and ensure that these events are well organized and operate smoothly
2. Facilitate activities and programs where required
3. Initiate and maintain telephone and email contact with youth volunteers and families registering for events
4. Prepare calendars of events for the website
5. Other duties as assigned

Preference will be given to candidates who:

- Have proven experience in planning events and activities for children and youth including outdoor activities like summer camp, sports, etc.
- Have strong outdoor recreational, crafts and sports planning background
- Good organizational skills and able to complete tasks as assigned
- Creative, reliable, responsible and able to take initiative
- Dynamic and positive personality, high energy and an enthusiastic attitude
- Must be able to work some evenings and occasional weekends
- Computer literate (MS Office, Excel, Google, social media, email, etc.)
- Clearance of a Police Criminal Reference Vulnerable Screen Check
- Valid driver's license is preferred
- Access to a car is an asset
- Current First Aid & CPR Certificate

CONTRACT DATES: This is a 35 hour per week contract position for 20 weeks at a wage of \$16.50 per hour. This position includes evening and occasional weekend work and requires being available for all YAY events. Access to the Peer Project office is easily available by TTC as it is located adjacent to the Yonge-Finch subway and opposite the Finch Bus Terminal.

CONTACT INFORMATION: Please forward your resume, with a cover letter to: Suhaila Ali, Program Manager, 5734 Yonge St., Suite 401, TOR, ON M2M 4E7, by fax to: 416-932-1924, or by email to: sali@yay.org. We thank all applicants for their interest but only those selected for interviews will be contacted.

The Peer Project (YAY) is a non-profit, charitable organization servicing the GTA and York Region. The agency matches Youth volunteers aged 16 – 29, to a one-on-one relationship with children aged 6 to 15, who are experiencing social, emotional, behavioural or cultural adjustment difficulties. The goal of the program is to provide a child with a positive role model through a Mentoring relationship (Match) with a Youth volunteer. The agency provides recreational events, programs and activities for matched and pre-matched children.



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