

Student Coordinator, Homework Zone After-school Program The Social Equity and Diversity Education (SEDE) Office 2015-2016

Position Context

The Social Equity and Diversity Education (SEDE) Office is committed to building recognition, visibility and involvement in community engagement programs. As part of this commitment, SEDE is working in partnership with faculties and student associations to develop sustainable, needs-based relationships with communities outside the University – especially those whose members are under-represented at McGill. Specifically, SEDE launched in 2012 a project with the Lester B Pearson School Board (LBP) called *The Homework Zone* in partnership with McGill Faculties and Enrolment Services.

The goals of the project are:

1. The program promotes a relationship continuum between McGill, the schools, and the students in the form of mentorship programming for elementary students.
2. Create opportunities for over 100 elementary students in need of academic and psycho-emotional support to engage with McGill students, to inspire them to be curious about learning, and perhaps pursue higher education opportunities.
3. Introduce up to 100 current McGill students to the diverse communities that are served by the Lester B. Pearson School Board (e.g. Verdun, LaSalle). Provide McGill students with volunteer and mentorship opportunities to engage in community-based learning to enrich their McGill experience.

McGill University is committed to equity in employment and diversity. It welcomes applications from indigenous peoples, visible minorities, ethnic minorities, persons with disabilities, women, persons of minority sexual orientations and gender identities and others who may contribute to further diversification.

DUTIES:

- i. Lead the recruitment of up to 100 volunteers to work as tutors/mentors in 3 elementary schools in Verdun and Lasalle
- ii. Recruit and coordinate students/student groups/community members in development of 35 minute and 60 minute creative & educational workshops twice per month at each school
- iii. Act as main contact point and support for volunteers and workshop facilitators, communicating via email and social media tools (including Wordpress and Facebook)
- iv. Design and distribute promotional materials (i.e.; posters/flyers – requires at least use of word processing).
- v. Work with the Community Engagement Coordinator in the planning and facilitation of a Homework Zone volunteer orientation/training event in late September and late January and Volunteer Reflection events in early November and early March
- vi. Research educational material and develop educational and relationship-building programming to support school youth and mentor-mentee relationships.
- vii. Work with school board personnel in facilitation of program at schools 3x/week (9 hours per week)
- viii. Perform regular administrative duties (i.e.; tracking volunteer hours, answering emails, presenting updates to SEDE staff, composing draft annual report)

QUALIFICATIONS: Demonstrated interest and experience in topics related to education, mentorship and youth support; strong written and communication and organizational skills; proficiency in the use of Microsoft Office (Word, PowerPoint, Excel, Outlook), and web-based and social media applications; past work or volunteer experience relating to event planning; past work experience with youth aged 6-12; basic proficiency in French spoken and written.

DESIRABLE: Some experience in community engagement or coordination of collaborative projects; experience with professional, written communication; experience in graphic design.

HOURS: 15-20 hrs/week from August 10, 2015 – May 6, 2016 (depending on planned activities, may be required to work up to 20 hours); The successful applicant must be available for occasional meetings on campus, adequate hours spent in office, and tri-weekly visits to the school sites at the requisite times (late afternoon Tues, Wed and Thurs)

COMPENSATION: \$15.00/hour + 4% vacation pay and 3.6% legal holiday compensation.

****Please note: As we are in the middle of securing funding for this project in 2015-16, the funds for the salary have not been made available as of this posting. Funding will be confirmed by the end of May.****

*****Students accepted into the Work-Study Program are also welcome to apply***

Application Details:

Please send CV and cover letter to anurag.dhir@mcgill.ca by **April 20th, 2015**. Please address application to Anurag Dhir, subject line: Application for Student Coordinator

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