

## **SUMMER JOB OPPORTUNITY**

**POSITION:** Travel Training Student Assistant, Travel Training Program (TTP)

**CONTRACT LENGTH:** 2 month

**START DATE:** Immediately

### **Job Summary:**

The Travel Training Student Assistant is accountable to the Travel Training Program Manager. Their role is to facilitate the successful development of the TTP curriculum and by achieving the goals and outcomes as defined within the approved grant and subsequent TPP work plan:

- Assist with curriculum development and implementation
- Assist with recruitment of program participants
- Complete intake assessments for incoming program participants
- Record all data necessary to the program
- Provide advice and guidance on all aspects of implementing the TTP curriculum
- Provide high quality customer service to program participants and their caregivers
- Attend any additional training programs that will assist and improve the operations of the Travel Training Program
- Provide verbal and written reports, as required
- Other duties as assigned

### **Reporting Relationships:**

The Travel Training Coordinator reports to the Travel Training Program Manager.

### **Job Qualifications:**

The position requires a student enrolled in a University Degree or Community College Diploma in Developmental Services or a related discipline that will be returning to their studies September 2017.

**Job Required Knowledge, Skills and Attitudes:**

**1. Knowledge**

- Awareness of the needs of people supported in Developmental Services
- Experience using public transit
- public transit

**2. Skills**

- Excellent communication skills, both verbal and written
- Excellent time management skills and ability to work with a minimum of direction
- Excellent computer skills

**3. Attitudes**

- Willingness to take direction, be flexible and work in assistive capacity to the Program Manager and others involved in the TTP
- Appreciation and respect for the validity of individual experiences and perspectives
- Commitment to collaborative approaches

**TO APPLY**  
**SEND YOUR COVER LETTER AND RESUME TO:**  
**Careers@cltoronto.ca**

**PLEASE QUOTE JOB POSTING #SU17-02**

**When required and upon request, accommodations for disabilities will be provided.**

**We thank everyone for their interest in Community Living Toronto; however,  
Only applicants with the necessary qualifications, experience and education will be contacted  
for an interview**