

Living Arts Centre Co-op Facility Services Administration Assistant

One Half-Day Position Available
Work Term: February – June placement

The Living Arts Centre seeks an organized and enthusiastic individual to assist with the Centre's Facility Services department. Co-op students work with staff and volunteers, helping to ensure the smooth operation and delivery of Front of House and Volunteer Services at the Living Arts Centre. This is an excellent opportunity for anyone interested in pursuing a career in the arts and non-profit.

Responsibilities May Include:

- Assist the Facility Services department in various capacities
- Volunteer data entry and template building
- General Filing
- Mailing
- Provide administrative support to the department

Description of Ideal Candidate:

- Strong organizational and communication skills, team player
- Strong inter-personal skills
- Interest in working with volunteers
- Interest in learning more about career opportunities within the arts and non-profit

Final placement is conditional upon receipt of a Police Records Check that is acceptable to the Living Arts Centre.

Teacher Information: Please submit applications by **Wednesday November 21st, 2018.**

Contact:

Ann-Marie Pottinger
Experiential Learning/Co-op
Instructional Resource Teacher
Peel District School Board
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Mike Difilippo
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Dufferin-Peel Catholic District School Board
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Living Arts Centre Co-operative Education Application Form

Student Information

Desired Position: _____

Student Name: _____

Home Phone: _____

Cell Phone: _____

Do you have voicemail messaging? YES NO

Do you have text messaging? YES NO

Student Email Address: _____

Preferred Communication Method: _____

Are you a Specialist High Skills Major student? YES NO

If so, in which program? _____

School Board: Dufferin-Peel Catholic DSB Peel DSB

School Name: _____

Teacher Information

Co-op Teacher's Name: _____

Email Address: _____

Phone: _____ Ext. _____

Preferred Communication Method: _____

Application Checklist

- Application Form (above)
- Teacher Reference
- Cover Letter
- Current Résumé

Teacher Reference Form

Student Name: _____

Please rank the student on a scale of 1 to 5, with 5 being the highest ranking:

Accountability – Takes responsibility for their actions, behaviour, and language:

1 2 3 4 5

Initiative – Ability to recognize when work needs to be completed and begins tasks without being asked:

1 2 3 4 5

Collaboration – Ability to work with peers on a task, project, and/or problem:

1 2 3 4 5

Reliability – Follows through when asked to complete tasks:

1 2 3 4 5

Resiliency – Ability to overcome challenges and rise to the occasion when required:

1 2 3 4 5

Please outline why you believe this student would thrive in a co-op placement at the Living Arts Centre.

Teacher's Name (please print)

Subject

Signature

Telephone Number