



Canadian Caribbean Association of Halton (CCAH)
Queen Elizabeth Park Community and Cultural Centre
2302 Bridge Road, Oakville, Ontario L6L 2G6
905-815-6184 | info@ccah.ca | www.ccah.ca

Job Title: Supervisor, Training Programs Hourly Wage: \$18.86
Start Date: May 21, 2024 Number of Weeks: 14
End Date: August 28, 2024 Number of Hours per Week: 30
Preferred Level of Education: Currently enrolled in Applicant contact: andrew@ccah.ca
Post-secondary studies

Role Overview

- Oversee one summer intern as they carry out tasks related to project management, teamwork, leadership, and diversity and inclusion in support of key summer initiatives:
 - *CCAH Community Garden* in partnership with the Town of Oakville. An outdoor garden is built on the Queen Elizabeth Park Community and Cultural Centre grounds.
 - *Youth Summer Leadership Program* in partnership with Halton Regional Police Service and Sheridan College. This free virtual program will include approximately 100 high school youth.
 - *Emancipation Day Picnic* in partnership with Oakville Museum. This program will include an in-person meals service and entertainers.
- Generate awareness of other CCAH summer programs and initiatives.
- Lead the recruitment of volunteers for all CCAH summer initiatives.
- Assist with designing, producing, and delivering the leadership training content for the *Youth Summer Leadership Program* in-person and virtually using the ZOOM virtual meeting platform.

Responsibilities

The Supervisor will be required to:

- Mentor one Summer Intern by providing leadership development guidance and council, as required.
- Service and communicate to a cross-section of CCAH stakeholders and community partners including the Halton Regional Police Service, Sheridan College, Halton District School Board, Halton Catholic District School Board, dignitary guests, parents and student program applicants, as well as the general public attending CCAH events as contributors or attendees.
- Develop a final report for each summer initiative to be provided to CCAH funders and stakeholders.
- Communicate effectively and efficiently via email and telephone and use a variety of media platforms including ZOOM, Mailchimp, and Google Forms as well as MS Word, Excel and PowerPoint.

Closing Date

- Submit cover letter and resume to andrew@ccah.ca by **Friday, March 24, 2023**.