



Community Co-op Position

Overview

Timing: 1/2 Day

General Description: Opportunity to gain experience with a variety of community services in the Municipality of Meaford and the Town of The Blue Mountains. Each part of this placement will be interested in hearing from students about where they would like to gain experience.

Lead: Emma Barker

1. Municipality of Meaford Recreation / Meaford Public Library

Lead: Lori Pierce

Meaford Public Library: Lori Pierce

Keen interest in careers related to Hospitality, Event Planning and Management, Library Services and Community Development, Communications)

Students will have the opportunity to learn and experience:

- Collection Management and Development (shelving books, keeping them organized, suggesting and researching new books)
- Program and Event Planning (event coordination, entails planning events and programs from start to finish including preparing proposals, marketing and evaluation)
- Program Implementation (Oversee current and new programs offered by the Library)
- Communication and Social Media support (create and publish social media promotions and communication)

Municipality of Meaford: Emma Smith; Recreation Services Coordinator

Keen interest in careers related Recreation and Leisure Studies, Parks and Recreation, Municipal Services, Civics and Political Science, and Communication

Students will have the opportunity to learn and experience:

- Training in High Five (Nationally recognized certification for children's programs in the sport and recreation industry)
- Recreation Research and Evaluation (Investigate the best and current practices in programs in the areas of Recreation and Municipal programming)
- Program Planning and Development (develop games and activities for municipal programs including summer camps, events and promotions)

Melri Wright (Youth Roots Chair)
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- Event Planning and program scheduling (utilize program software and templates to support recreation and event programming)
- Communication and Social Media support (create and publish social media promotions, communication plans and analytics)

2. Town of The Blue Mountains Community Services/The Blue Mountains Public Library

Lead: Emma Barker

The Blue Mountains Public Library: Emma Barker

Keen interest in careers related to Library and Information Services, Community Engagement, Event Planning and Management, Community Development, Communications)

Students will have the opportunity to learn and experience:

- Collection Management (Information categorization and cataloging, reference supports, shelving books, organization of materials including digital storage)
- Administration (Audio Visual Administration, program registration and implementation)
- Event Planning and Promotions (Event set up, setting up/prepping programs)
- Leading Programs (including daytime story time, option to help after school with elementary programs)
- Special Events and Project Management (Develop timelines, budget planning, volunteer support - February event, September Gala)
- Teen Advisory Group (attend meetings and functions, contribute ideas to regional youth engagement and retention strategy)
- Communication and Social Media support (create and publish social media promotions and communication)

The Blue Mountains Community Services: Ryan Gibbons

Keen interest in careers related Recreation and Leisure Studies, Parks and Recreation, Municipal Services, Civics and Political Science, and Communication

Students will have the opportunity to learn and experience:

- Administration (Youth Friendly Designation application and preparation, admin assistance as required by programs)
- Meetings and conferences (attend various committee meetings as youth representative, contribute ideas and feedback, focus on community engagement and civic responsibilities)

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Georgian Bay Youth Roots

- Populate Youth section of Town website (website development and content management, social media content support)
- Research information about Youth Councils (research and apply best practice and evidence-based youth engagement strategies and council development)
- Special Event Logistical Planning and Permitting (review logistical plans submitted by applicants to ensure appropriate routes, road closures, laws, by-laws, etc. are considered)

3. Beaver Valley Outreach

Lead: Melri Wright

Keen interest in careers related Social and Community Services, Youth Worker, Youth Engagement, Community Development Worker, Civics and Political Science, and Communication

Students will have the opportunity to learn and experience:

- An overview of Social Services in the Town of The Blue Mountains
 - Develop an understanding of the interconnectedness of community services and supports in a rural community
 - Establish and maintain relationships with community partners
 - Engage community through participation in social supports, services and programs
 - Children's Programs - 2 times/week spent in our preschool and children drop in programs
 - Youth Engagement - 1 time/week - social media and marketing and poster design for Youth Roots, table at high school
 - Social Enterprise - 1 time/week spent in our Treasure Shop (thrift store)
 - Various Areas - 1 time/week spent with Volunteer Services, Food Assistance and Administrative tasks.

For questions related to any of the placement opportunities please contact the Organization Lead identified for each placement.

We look forward to the opportunity to work with you!

Regards,

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