



Human Resources & Volunteer Services Assistant (Summer Student)

Date: May 9, 2018

About SPRINT Senior Care:

We began caring for seniors and enabling seniors to care for themselves in 1983. We continue to do so today as an accredited, not-for-profit community support service agency in Toronto by offering a wide range of practical and low-cost services to seniors and their caregivers. Our services help seniors stay safe, connected, and live as independently as possible. They also prevent premature or inappropriate institutionalization.

We supply services regardless of ability, race, religion, ethnic origin, citizenship, marital status, sexual orientation, or gender identity, and are committed to LGBT (Lesbian, Gay, Bisexual, and Transgender) inclusiveness.

Imagine finding purpose every day by caring for seniors and supporting their caregivers. Working at SPRINT Senior Care, you'll have the opportunity to be a part of a passionate team committed to providing client-centred, high quality services to seniors in our service area.

Position Type: Summer Student; Contract
Up to 8 weeks, 30 hours/week

Department: Human Resources and Volunteer Services

Reports To: Manager, Human Resources and Volunteer Services



- Responsibilities:**
- Assist in creating and implementing creative recruitment strategies
 - Assist in implementing Human Resources and Volunteer Services policies and procedures
 - Assist with interviews, background checking, and reference checking
 - Research employment and labour laws
 - Maintain administrative systems and processes that allow effective management of all employee and volunteer records
 - Administrative tasks such as filing, scanning, faxing, and other tasks as assigned

- Qualifications:**
- Current or recent enrollment in a diploma, certificate or degree program with an interest and enthusiasm to work in Human Resources, or non-profit management fields
 - Ability to prioritize tasks and handle numerous assignments simultaneously
 - Proficient in Microsoft Office and internet applications
 - Creative and critical thinker
 - Detail oriented with excellent organizational skills

This position is made possible through Canada Summer Jobs, an initiative of the Employment and Social Development Canada. To be eligible for these positions, participants must:

- be between 15 and 30 years of age at the start of employment;
- have been registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- be Canadian citizens, permanent residents or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and
- be legally entitled to work in Canada

Wage: \$15.00/Hour

Please email your applications indicating 'HR and VS Assistant' in your subject line to jobs@sprintsniorgcare.org.

We appreciate all applications; however, only applicants selected for an interview will be contacted.

SPRINT Senior Care encourages applications from candidates who reflect the diversity of our community.

SPRINT Senior Care is committed to inclusive and accessible recruitment practices to applicants with accessibility needs in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disability Act (AODA). Reasonable accommodations are available on request for candidates with disabilities taking part in all aspects of the selection process.