



## Summer Employment Opportunity PLAST CANADA

Three Positions available - **Deadline May 3, 2019**

**Plast Canada** is seeking to strengthen their ability to assist counsellors in their programs and better serve them by improving our resource centre with an Archivist, Librarian and a Program Developer.

### Eligibility:

- To be eligible for a position you must be able to work legally in Canada, have a valid Social Insurance Number and be between the ages of 15 and 30.

### Duties:

- Working under the direction of the Resource Centre Coordinator, the Archivist/ Librarian will work cooperatively, and be responsible for a complete inventory of the Collection.
- Help prepare information and collections for web-based use;
- Digitalization of current and archival documents and images
- Prepare documents for storage and retrieval as instructed by the National Archives of Canada
- Support the Program Developer in creating a bank of Resources for Plast Programs
- The Program Developer, working under the direction of the Resource Centre Coordinator, will jointly work and be responsible for an inventory of on line and print resources for the Plast self-development programs.
- Work cooperatively with staff and volunteers.

### Requirements:

- effective communication skills (written and oral);
- strong computer skills, Microsoft office, Computer Networks and ability to operate office equipment
- comfortable in dealing with volunteers and general public;
- good organizational, time-management skills;
- attentive to details, responsible, can work independently and report to supervisor;
- knowledge of Plast programs or scouting
- proficiency in English and Ukrainian would be an asset.

Term: 14 weeks at 35 hrs per week. Hourly wage: \$14.

Start day: May 13, 2019 or later as agreed.

To apply: Please submit your one-page Resume with a Cover Letter electronically (Word or PDF files) to: [plast@plastcanada.ca](mailto:plast@plastcanada.ca) Attention: Bohdan Kolos, President

**Deadline for applications: May 3, 2019.** We thank all candidates who apply; however, only those selected for interviews will be contacted.