



## Community Engagement Student

**POSITION REPORTS TO:** Supervisor of Direct Services, Shelter

**TYPE:** Student Placement

**LOCATION:** Confidential shelter location

**PURPOSE OF POSITION:** To review, develop and strengthen community partnerships

### REQUIREMENTS:

1. Student on Placement (SOP) application form
2. Resume and cover letter (letter of intent)
3. Proof of full vaccination
4. A "clear" police vulnerable sector screening is required
5. School and program information (field guide)
6. Placement requirements
7. Placement agreement (learning goals, academic contacts)
8. 2 professional references
9. Liability insurance

### About Yellow Brick House:

Yellow Brick House is a non-profit charitable organization dedicated to providing services to women and children who have experienced violence and abuse. Yellow Brick House provides emergency shelter, counselling and supportive services to abused women and their children in York Region. Services are provided within a confidential environment that facilitates empowerment to help women and their children to rebuild their lives.

### Summary of Position:

Under the supervision of a Shelter Counsellor, the student on placement will be responsible for reviewing, building and maintaining community partnerships and completing day-to-day duties for the organization. Such responsibilities include creating new partnerships within the community, raising awareness about Yellow Brick House's mission, and demonstrating a commitment to serving Yellow Brick House clients and to upholding the Yellow Brick House mission. This position is ideal for an individual with strong organizational, interpersonal, and verbal and written communication skills.

Commented [GS1]: Develop and strengthen community partnerships.

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52 West Beaver Creek Rd., Unit 4, Richmond Hill, ON L4B 1L9  
Crisis & Support Line (phone or text): 1-800-263-3247  
Administration: 905-709-0900 • Toll Free: 1-800-263-2231  
Charitable Registration Number: 11910 5187 RR0001

[www.yellowbrickhouse.org](http://www.yellowbrickhouse.org)





### Responsibilities:

- Works closely with shelter staff and the Public Education team
- Identifies and pursues opportunities to engage with the public about Yellow Brick House
- Raises awareness about our mission and programs/services
- Organizes and participates in community events to raise awareness about our programs and services
- Supports the distribution and creation of educational materials
- Fosters and maintains positive relationships with local organizations and stakeholders
- Promotes positive relations with community social services agencies
- Overall monitoring of the shelter(s) to ensure safety for all residents and staff
- Liaise with community resources as necessary, in assisting and supporting residents throughout the shift (i.e., hospital, police, Children's Aid Society, etc.)
- Observes crisis intervention process and methods to residents by telephone, text, or in-person
- Performs other duties as assigned

**NOTE:** Not all incumbents perform all the duties described above but perform a similar range of duties

### Orientation/Training:

1. Orientation provided by Volunteer Coordinator
2. Role specific training provided by Shelter Counsellor

### Working Conditions:

1. Works in a comfortable environment either inside or outside in typically pleasant conditions. Typical conditions are such that no risk of any injury or harmful effect is likely.

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@yellowbrckhouse





Please submit resume providing your interest in applying to this position in confidence to [volunteering@yellowbrickhouse.org](mailto:volunteering@yellowbrickhouse.org) with “SOP - First name Last name” in the subject line

Commented [AP2]: Should it be [gayas@yellowbrickhouse.org](mailto:gayas@yellowbrickhouse.org) or [achalp@yellowbrickhouse.org](mailto:achalp@yellowbrickhouse.org) ?

Commented [GS3R2]: [volunteering@yellowbrickhouse.org](mailto:volunteering@yellowbrickhouse.org) with SOP-FirstnameLastname in the Subject Line

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