

INTERNAL/EXTERNAL JOB POSTING (Job Posting #2018-29)



**TITLE:** Sign Language Services Assistant (Summer Student)  
**POSITION STATUS:** Full Time – Temporary (8weeks) (Non-Union)  
**DEPARTMENT:** Sign Language Services  
**REPORTS TO:** Coordinator – Sign Language Services

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**POSITION SUMMARY:**

The Bob Rumball Canadian Centre of Excellence for the Deaf (BRCCED) is a multi-purpose, multi-program facility that functions as a community centre for the Deaf and as a non-profit charitable provider of services for the Deaf. The organization exists to provide care and opportunities in a communication-rich environment that enhances the quality of life of those we serve.

The position of Sign Language Services (SLS) Assistant is to aid the Coordinator of Sign Language Services in all aspects of running the department's summer programming.

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**PRIMARY DUTIES**

To assist the coordinator in the daily operating of the ASL Immersion weeks and evening classes at BRCCED, and the ASL Adult Immersion Summer Camp in Parry Sound. The Assistant will also help with general office work.

*ASL Adult Immersion Summer Camp:*

- To assist with set up of camp related activities and events
- To assist in the selling of books and materials at camp as requested by students
- To assist with housekeeping/kitchen duties and the comfort of the students

*ASL Immersion Weeks and Classes at BRCCED:*

- Assist with welcoming students and showing them to their classrooms
- Assist students with any questions that may arise
- Provide books and learning materials as requested

*Office Duties:*

- Responding to phone calls/emails
  - Developing and implementing fundraising activities
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**QUALIFICATIONS**

- Must be returning to a full time education in September 2018
  - Ability to communicate in American Sign Language and knowledge of Deaf Culture
  - Ability to communicate in written and spoken English
  - Good organizational skills
  - Knowledge of computer using Excel, Microsoft Office, Power Point, and Publisher
  - Responsible, reliable & flexible
  - French/LSQ an asset
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Interested candidates please email resume to: Human Resources at [careers@bobrumball.org](mailto:careers@bobrumball.org) or fax to (416)-449-8881

**Please contact the above if you need accommodation at any stage of the application process.**

**PLEASE QUOTE JOB POSTING NUMBER YOU ARE APPLYING FOR.**

**We thank all applicants in advance, however, only candidates selected for an interview will be contacted.**

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**Posting Date:** 10 May, 2018

**Closing Date:** 23 May, 2018

**Start Date:** 25 June, 2018