

## ABOUT POWER TO BE

Power To Be is a non-profit organization that creates access to nature for youth, families, and adults living with cognitive, physical, financial, and social barriers. We support the discovery of limitless abilities through nature-based recreation and therapeutic programs. Our student placements are provided with an opportunity to be part of impactful and lasting societal change related to inclusion, the environment, and community.

## WHAT IS THE ROLE OF A PROGRAM INTERNATIONAL INTERN?

The Program International Intern Student will assist in the process of creating a safe and supportive environment for participants through Power To Be's ability centered approach. The Student's primary role is to support perspective participants and families through their programmatic experience. Additionally, the student will assist with various administrative duties, and participate in the planning and delivery of our nature-based programs.

## WHAT WILL YOU BE ASKED TO DO IN THIS ROLE?

### Administration

- > Support with the administrative components of programming such as pre and post program communication and risk management planning
- > Participate in meetings and supporting program staff with related administrative projects.
- > Participant communication, possible scheduling, and participant management files
- > Support specific projects, administrative functions, evaluation and/or research or reporting as directed.
- > Possible support for development and implementation of community workshops

### Program

- > Participate in 1-3 programs per week (based on schedule alignment and program need) Day Programs, weekend programs and occasional evening and overnight programs.
- > Welcome participants and be a social support providing encouragement while out on program.
- > Support each participant's level of ability, skill, and comfort of various activities.
- > Support program outcomes by assisting with the preparation and set up of different activities.
- > Assist in program development and facilitation of games and outdoor activities such as hiking, nature education, camping, and other relevant activities for the season.
- > Assist staff with prepping, cleaning, and maintaining equipment, gear, and program materials.
- > Assist with supporting other volunteers and other staff to join in on programs as needed.

### People

- > Be in regular communication with your direct supervisor and assist other staff.
- > Use discretion and be professional while handling confidential information.
- > Contribute to a positive and dynamic working culture.



- > Adhere to all Power To Be policies and guidelines, and applicable legislation as they relate to staff and volunteer practices

### WHAT IS THE TIME COMMITMENT?

The Program International Intern Student will complete the designated hours/length of their placement as determined by their school.

### THE POSITION REQUIRES:

- > Full time work with various schedule based on program schedule that will be determined with supervisor.
- > Weekday availability, including evenings, as well as weekends as most programmatic work will be Thursday, Friday and Saturday with occasional full weekend and some possible overnight commitments.
- > Working outside in inclement weather may be required at times.

### WHO ARE WE LOOKING FOR?

- > Experience working with people that live with a barrier, disability, or other significant life challenge(s)
- > Students participating in a post-secondary program in a related field.
- > A strong communicator who is friendly, organized, and a team player.
- > A person who aligns with [Power To Be's mission and values](#)
- > Proof of full vaccination against Covid-19

### WHAT DO YOU NEED TO KNOW ABOUT THIS ROLE?

- > **Role Reports To:** Community Engagement & Education Lead
- > **Location:** Vancouver, British Columbia, Canada
- > **Hybrid:** The administrative side of this role would be completed by working from home and the programmatic side would be out in the local community. As such, the student will need to ensure they have access to reliable and secure internet and appropriate work from home conditions to complete administrative work.
- > There may be access to a shared workspace to be confirmed June 2024.
- > **Transportation:** There will be Power To Be transportation access from a central location on programmatic days. Outside of the central location travel will be on the responsibility of the student.
- > **All personal living and travel expenses as it relates to this placement will be the student's responsibility.**

### PROCESS:

- > Shortlisted applicants may be asked to complete our volunteer student placement application.



- > Power To Be will be in touch with the school coordinator to outline next steps in regards to application requirements and interviews.
- > As per the Ministry of Justice requirements for organizations that work with vulnerable populations, a Criminal Record Check (CRC) and Criminal Records Review Act Check (CRRRA) will be also be required as well as adhering to important documents relating to volunteering at Power To Be including signing a code of conduct and an informed consent.

