

Community Recreation Leadership Training
Fieldwork placement opportunity with Centre Greene

Second Year Placements:

Special Events Assistant

This placement is intended to help the CRLT student develop their skills in the area of event development, implementation and evaluation.

This placement will involve the planning, implementing and evaluation of 3 to 4 special events to take place during the field placement. It is important that the student in this placement shows a high level of autonomy and emotional maturity.

Under the supervision of the Assistant Director, the Special Events Assistant will help coordinate the annual book-sale in April, a large-scale Casino Night fundraiser in late spring and monthly Community Suppers.

The following objectives will be evaluated for each event:

- Review existing information from previous year's events.
- Assessing needs for the event.
- Submitting initial proposal outlining ideas, methodology, goals and objectives and critical path for event.
- Following approval of the proposal, development of a plan for the event based on goals and objectives set by the student and the Assistant Director.
- Gathering of resources such as materials, volunteers, etc.
- Publicity and promotion for the event.
- Implementing plan on the day(s) of the event.
- Evaluating of event and recommendations for future events.

Please note that the above objectives have been set in accordance with the CRLT elements of competency, and associated learning objectives.

The placement is for a period of 6 hours per week, the work hours are flexible with the approval of the agency supervisor. Meetings will take place on a weekly basis.

For further information, please feel free to communicate Wesley at Centre Greene.

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