

INTERNSHIP OPPORTUNITY WITH EQUITAS

International Center for Human Rights Education SUMMER 2018

POSITION: Education Intern for Play it Fair!

LOCATION: Montreal

DESCRIPTION OF THE HOST ORGANIZATION: Equitas - International Centre for Human Rights Education is Canada's oldest and most active human rights education organization. We work for the advancement of equality, social justice and respect for human dignity through transformative education programs. For the last 50 years, Equitas' programs have assisted thousands of individuals, civil society organizations and government institutions to participate effectively in human rights debates, to challenge discriminatory attitudes and practices, and to advance important policy and legislative reforms that enhance the promotion, protection and respect of human rights.

THE PROGRAM:

Equitas has been developing innovative human rights education tools and programs that develop awareness and encourage participation of children and youth since 2004. Currently being implemented in non-formal setting such as summer camps and youth organizations, programs with children and youth are now also being developed in formal sectors such as school and afterschool settings. Our Play it Fair! program uses fun and interactive activities to promote human rights values and intercultural understanding, respect for diversity and to combat discrimination.

Through our Play it Fair! program, each year, camp managers and staff are trained in how to use the Play it Fair! approach. Play It Fair! and its toolkit uses a rights-based approach to equip camp staff with the knowledge and skills to promote human rights values such as inclusion, peaceful conflict resolution and respect for diversity in the activities they organize with 6-12 year olds.

Since 2006, the Play it Fair! program has been implemented in over 500 camps and organizations across Canada, reaching out to over 800,500 children and training 38, 000 staff.

The Internship:

The intern will contribute towards the achievement of Equitas' overall objective of promoting a culture of respect for human rights and diversity by supporting the implementation of the Play it Fair! program, particularly in day camps and community organizations in Montreal. Working closely with key local partners, the intern will support the participating camps and organizations in their use of the Toolkit and will conduct a number of follow-up evaluation activities, such as interviews, observation and focus groups, to monitor the impact of the program. The intern will also produce a final report detailing the results of the program implementation.

The intern will have the opportunity to develop her/his knowledge of recreation and community work, human rights, multiculturalism and educational methodology. The intern will also have the chance to acquire practical skills in program coordination, monitoring and evaluation activities, and program reporting.

INTERN'S DUTIES & RESPONSIBILITIES:

Prior to starting the internship, the intern will participate in an orientation session designed to equip the intern with the skills and knowledge to conduct the following activities. The intern will also participate in activities and regular meetings with Equitas staff in order to reinforce his/her capacity over the duration of the internship.

Reporting to the Play It Fair! Program Officer, the intern will be responsible for the following tasks:

- Provide support in the development and delivery of Play it Fair! training sessions
 - Provide support in the development of training content and educational materials
 - Assist in the organization and delivery of training sessions
- Support the implementation of the program in Montreal
 - Support the participating camps and organizations in their use of the Toolkit
 - Visit camps and organizations and conduct activities with children and/or staff using the Play it Fair! Toolkit
 - Establish and maintain relationships with day camp administrators in municipal or other community organizations, and with coordinators of the participating day camps and organizations to ensure their involvement
- Conduct activities to evaluate the program in Montreal
 - Participate in the development of evaluation tools
 - Conduct follow-up activities using questionnaires, interviews, focus groups, observation, etc.
 - Produce a final report detailing the findings of the program implementation
- Program management
 - Enter contact data into a data base
 - Maintain on-going contact with Equitas staff, particularly the Play It Fair! Program Officer, concerning the progress of the program activities
 - Organize visits by Equitas staff to the participating sites
 - Complete a brief report on the internship experience
 - Perform such other tasks as required for the success of the program

Interns' duties and projects may not be as listed. These will depend on the needs of the host organization, and additional support might be needed for other programs in Canada

HOST ORGANIZATION REQUIREMENTS:

- University studies in a relevant field: Political Science, education, psychology and/or other social sciences
- Experience working with children and youth, preferably in a non-formal setting such as camps, youth clubs, etc.
- Commitment to the promotion of human rights and multiculturalism
- Knowledge of and experience with research / evaluation tools (questionnaires, interviews, focus groups, etc.)
- Excellent verbal and written communication skills in French and English are necessary. Must be able to facilitate trainings and do follow-up with partners in French.
- Must be an autonomous self-starter with strong organizational skills
- Computer literacy in database management and Microsoft applications is an asset

The intern's duties and projects may not be as listed. These will depend on the needs of the host organization.

HOURS: Full-time, normally 30-35 hours per week. Monday to Friday

REMUNERATION: CAD \$13.00-\$15/hour. To be confirmed.

HOW TO APPLY: Students must complete the online Arts Internship Application Form available on the AIO website www.mcgill.ca/arts-internships

Application Deadline:

February 5th, 2018.

All internships will run for twelve weeks from May 1st to August 23rd, 2018.

ELIGIBILITY:

- McGill Faculty of Arts student completed 60 credits
- Minimum CGPA of 2.7
- Returning to McGill in the fall following the internship

- Students must fulfill Faculty of Arts requirements as outlined in the Handbook for Interns

COSTS: The intern is responsible for all costs associated with the internship including transportation, accommodations, etc.

TRAVEL ARRANGEMENTS: Preparing travel arrangements to and from the internship host community is the responsibility of the intern.

ACCOMMODATIONS: Finding suitable lodging during the internship is the responsibility of the intern.

Please Note:

Only short-listed candidates will be contacted. At that time, you may be asked to come in for an interview.

The Arts Internship Office will then transmit the selected applications to the host organization, which will ultimately be responsible for the selection of the candidate(s).

If you feel you have experienced barriers which have had an impact on your academic performance and wish to highlight these to the selection committee, the documents/comments will be taken into consideration.

WORKSHOPS:

Successful candidates are required to attend the following sessions:

- Faculty of Arts Interns Meeting (All internships)
- Cross-Cultural Workshop (Internships outside of Canada, the U.S & Europe)
- Interns Responsibilities and Guidelines
- International Travel Pre-Departure Session (Internships outside of Canada, the U.S & Europe)
- International Internship Debriefing Session (Internships outside of Canada, the U.S & Europe)
- Success in a Professional Environment (Internships in an office setting)

HEALTH AND SAFETY:

All applicants should consult the Global Affairs Canada Travel Reports for the internship host country prior to applying for this internship. http://www.voyage.gc.ca/countries_pays/menu-eng.asp

Traveling, living and working abroad can involve certain risks to your health and safety that differ from your home country. These may include: crime, political/social instability, tropical diseases/infections, extreme weather conditions, poor infrastructure, etc.

The Arts Internship Office cannot guarantee the safety of any intern in their host country. It is up to the student to fully assess and prepare for any health or security risks that may be involved in pursuing this internship. Applicants are encouraged to discuss potential risks with their family prior to applying.

Applicants must ensure that they are physically and mentally capable of successfully completing an internship in the internship host country. The Arts Internship Office may request a doctor's attestation that an applicant is sufficiently healthy to complete an internship.

ENTRY REQUIREMENTS:

Interns are responsible for informing themselves of what entry requirements are required to visit and work as an intern in the internship host country. These may include a visa, work permit, passport valid for at least 6 months after entry, and proof of certain vaccinations.

The intern is responsible for acquiring all necessary documents in time for the beginning of their internship.