



# University Co-op Program (2024-2025)



# Table of Contents

About YRES .....	3
What is YRES? .....	4
Why Join YRES? .....	5
About the YRES University Co-op Program .....	6
Co-op Positions and Job Descriptions .....	7
Productivity Monitoring Tools .....	9
Winter 2024 Cohort .....	10
Projects .....	11
Alumni Success Stories .....	15
Special Moments .....	16
Spring/Summer 2024 Cohort .....	17
Projects .....	18
Alumni Success Stories .....	22
Special Moments .....	23
Additional Information .....	24
Partnerships .....	25
Acknowledgements .....	26

1

# About YRES

# What is YRES?

York Region Educational Services (YRES) is a non-profit organization that provides individuals in the vicinity of York Region with free and affordable educational resources in a safe and supportive environment that inspires, motivates, and helps set the foundation for personal growth.

Over the years, YRES has established partnerships with community partners such as school boards and municipal libraries to provide STEAM, language, and personal development courses, as well as camp programs.

Believing in supplementing classroom theory with practice experience in the workplace, YRES has established a co-op program for university students. We have recruited students from top universities across Canada over the years, providing them with real-world experience and plenty of opportunities for growth.

At YRES, we have our own mascot named Nova, a bighorn sheep who loves to learn and acquire new knowledge. Nova is always ready for an adventure!



# Why Join Us?



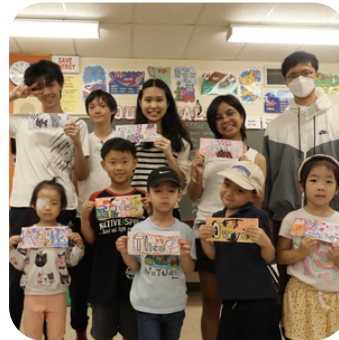
Welcoming company environment



Working on multiple projects that fosters self-growth and strong communication skills



Leadership opportunities across projects



Fostering innovation and creativity



Potential part-time employment after co-op terms



Networking opportunities



2

# About the YRES University Co-op Program



# Co-op Positions and Job Descriptions

Available positions for the upcoming term are regularly updated on our website. All co-op positions are combine with the role of Teaching Assistant/Camp Counsellor. All co-op positions have flexible options of hybrid working or working fully in person.

## Marketing Coordinator

You will be coordinating marketing projects and campaigns, collaborating with other departments to create marketing materials, increasing community engagement by creating digital engagement solutions, and managing relationships with community partners such as school boards and libraries to promote community programs.



## Project Coordinator

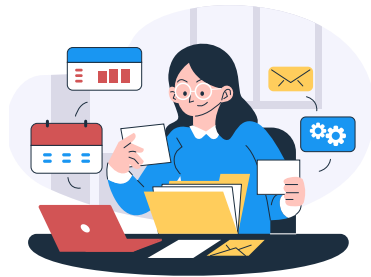
You will be coordinating resources to contribute to community building and strategic company expansion and outreach activities. You will be working with and managing multiple stakeholders such as external partners, vendors, customers, volunteers, and YRES staff.

For more information, visit [yorkeducation.org/join-us/uni-coop/](https://yorkeducation.org/join-us/uni-coop/)

## Teaching Assistant / Camp Counsellors

You will be creating and publishing original, high-quality classroom content such as interactive lesson slides, as well as STEAM camp curriculum for children ages 5-12. You may be teaching classes virtually or in-person to individual students or a group of students.

In the summer term, co-op students will predominantly be camp counsellors at our summer camp programs.



## Volunteer Coordinator

You will be coordinating YRES's network of hundreds of active volunteers. Some of your responsibilities may include creating promotional material for volunteer opportunities, scheduling volunteer shifts, supervising volunteers at events, and training volunteers in preparation of certain events.

## Website Developer

You will be managing and editing website content to enhance the company's online image and implementing design updates to ensure sites' functionality and aesthetics. You will also be troubleshooting website issues.

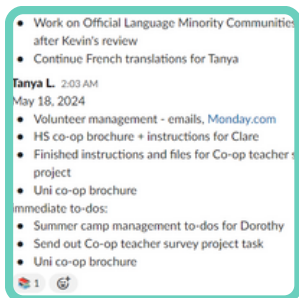


For more information, visit [yorkeducation.org/join-us/uni-coop/](https://yorkeducation.org/join-us/uni-coop/)



# Productivity Monitoring Tools

To oversee a cohort of university co-op students and ensure that they are engaged and productive throughout the term, we utilize a variety of tools and communication strategies.



## Daily Check-in/out

Students are to check-in at the start of their shift every day and to check-out by sharing what they have worked on that day and their to-do list for the next day. This fosters a sense of community and accountability among team members.

## Project Team Meetings

There may be weekly meetings for certain projects to ensure everyone is aware of updates, to provide a platform for discussion and sharing of opinions, and to foster collaboration.



## 1:1 Meetings with Supervisor

Co-op students attend 1:1 weekly meetings with the supervisor to check in on project progress and employee health. Midterm and final evaluations will also be conducted.

3

# Winter 2024 Cohort

# Winter 2024 Projects



## Free Monthly Virtual Classes

We offered and delivered free monthly virtual language and STEAM classes to York Region communities, some of which are collaboration with municipal libraries.



## Free Weekly Youth Workshops

We delivered weekly youth workshops for middle and high school students with both in-person and online options. Each session covers a different topic such as study hacks and tips on effective communication.



## Weekend Elite Camp

We held a STEAM and sports camp on Saturdays for children ages 5-12, fostering a fun learning environment through hands-on activities such as math scavenger hunt and popsicle-stick bridge building.



## March Break Camp

We designed and delivered two March break camp programs for 170+ children ages 5-12 and managed 50+ volunteers across locations.



### **French Classes at Richmond Hill Public Library**

We partnered with Richmond Hill Public Library to deliver weekly in-person French classes for children ages 5-12 and adults.



### **University Job Fairs**

We attended job fairs across universities in southern Ontario to recruit the best talents from different universities.



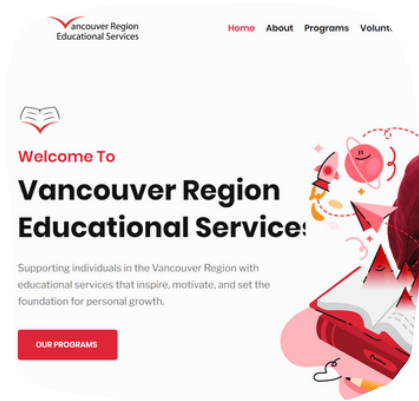
### **Family Literacy Day**

We attended this tabling event at Milliken Mills Library to help raise awareness for literacy skills and organized small literacy-based activities for children and families.



### **Library Info Sessions**

We held information sessions across libraries in southern York Region to promote our community programs and volunteering opportunities.



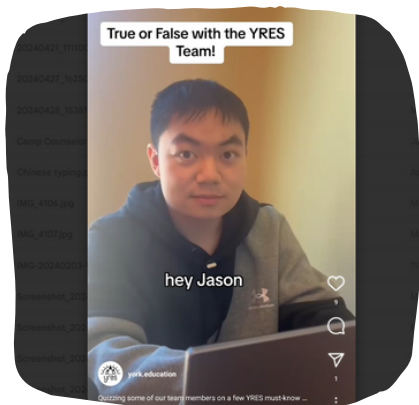
### RES Websites

We created websites for newly established YRES suborganizations across Canada to provide educational services to communities nationwide.



### YRES Banner and Backdrop Design

We created new pull-up banners for YRES to promote our camp programs at events, as well as new backdrops for photo-taking at special events.



### YRES Reels and TikToks

We developed social media strategies that showcase our organization and programs to reach new audiences.



### YRES Newsletters

We designed and distributed weekly e-newsletters to the YRES community, sharing opportunities and celebrating milestones.



### Community Enrichment Program

We launched a new volunteering opportunity on Saturdays from February to June 2024 where volunteers will work in a work-hub setting on administrative tasks to support YRES expansion.



### Camp Training Videos

We started filming new camp training videos for volunteers and camp counsellors to improve information delivery and update old procedures.



### Volunteer Management

We coordinated and supervised hundreds of volunteers during this term across different events. We also organized and held volunteer training sessions for 50+ March Break Camp volunteers.



PLEDGE FOR CHANGE

### Volunteer Fair Event Planning

We started planning for a volunteer fair that will be hosted in collaboration with Volunteer Connect and Pledges for Change in the fall of 2024.

# Alumni Success Stories



Tanya L.

My experience managing volunteers has not been short of opportunities for personal and professional development. This role requires a multitude of skills related to customer service and project management at the very least. In this position, I have met some outstanding volunteers that are just as driven as we are in supporting educational initiatives and that helps me push through obstacles.



Carson F.

My experience has been very exciting. I've gotten the opportunity to work with many people from different professional backgrounds, and I have gotten the chance to expand my skills while developing my leadership style.



# Special Moments





4

# Spring/Summer 2024 Cohort

# Spring/Summer 2024 Projects



## Program Continuation

We took over delivering the virtual classes, youth workshops, and the Weekend Elite Camp from the previous cohort.



## B2S Drive

We wrapped up the Back to School Drive in partnership with MPL, where we collaborated with businesses and schools across York Region to collect donations from the community and held a school supplies giveaway for those in need.



## University and Youth Job Fairs

We attended job fairs hosted by universities and other community organizations to recruit talents.



## Info Sessions

We held information sessions at libraries, farmer's markets, and community centers to promote our camp programs.



### Community Outreach

We conducted email and call outreaches to schools and businesses to promote our camps and secure flyer distribution partnerships.



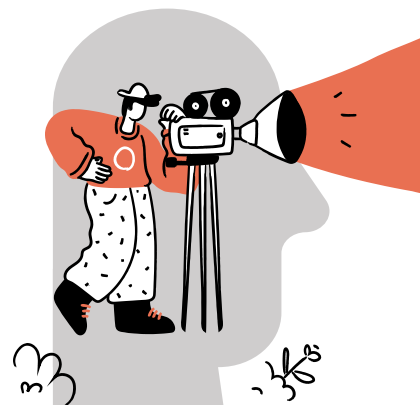
### Flyer Distribution

We distributed camp flyers in assigned neighborhoods across York Region to promote our camp programs.



### Social Media Marketing

We created a social media marketing campaign to promote our events and programs, such as our info session, our camps, and our virtual classes.



### Filming Training Videos

We completed the training video filming project and shared them with our volunteers and staff in preparation of our summer camp.



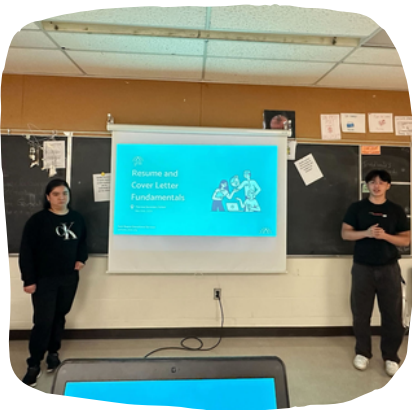
### Code Creator Program

Collaborating with CICS, we introduced children and youths to the world of coding via two-hour Scratch classes where students learned to create their own games, animations, stories, etc.



### Toastmasters with Seniors

We organized and held public speaking programs for seniors at community organization centers and at senior homes.



### Skill Development Workshops

Invited to Thornlea Secondary School, we held a Resume and Cover Letter Building Workshop to a careers class, introducing what to expect when applying for jobs and how to build an outstanding application package.



### Guest Speaker Workbook Creation

We designed and distributed weekly e-newsletters to the YRES community, sharing opportunities and celebrating milestones.



### **STEAM and Sports Summer Camp**

We planned and executed our six-week STEAM and Sports Summer Camp across five locations in collaboration with U+.



### **Regional Speech Contest**

We organized a speech contest where children and youth shared their stories and ideas while competing in showcasing their public speaking skills.



### **Summer Camp Graduation**

We wrapped up our summer camp program with a graduation event where campers and counsellors performed songs and dances that were taught during camp to their parents.



### **Volunteer Appreciation Event**

From writing the emcee script and seeking donations to hosting the event, we celebrated 75 outstanding volunteers of all ages from the York Region and Toronto.

# Alumni Success Stories



Annabel C.

During my co-op at YRES, I had the chance to work on the Volunteer Appreciation Event that helped developed my professional skills and expanded my capabilities. This hands-on experience provided me with practical knowledge and confidence for my current role and future ones as well.



Eric C.

My summer at YRES has given me the opportunity to achieve professional goals that would be difficult to pursue anywhere else. Being able to spearhead large projects, contribute to executive decisions, and connect with community members has been invaluable.



Ina S.

Working for YRES as a university co-op has been an amazing experience that contributed to both my professional and personal development. I had the opportunity to do work for different departments, such as grant writing and marketing. I enjoyed that I was able to work with many other co-op students.



Megan B.

Co-leading the donations giveaway, managing registrations, and executing the summer camp at YRES allowed me to explore new challenges and step outside of my comfort zone. The opportunity to collaborate with such a diverse team was truly remarkable, and it reinforced to me the critical role of clear communication and teamwork!

# Special Moments



5

# Additional Information





# Partnerships



UNIVERSITY OF  
TORONTO



RICHMOND HILL  
BOARD OF TRADE



MARKHAM PUBLIC LIBRARY



IGNITE FAIR  
POWERED BY  
VOLUNTEER TORONTO



AURORA PUBLIC LIBRARY



UNIVERSITY OF  
WATERLOO



PLEDGE FOR CHANGE



# ✨ Acknowledgements ✨

Dear YRES Team and Community Partners,

Writing the first co-op program brochure for YRES is not an easy endeavor. It is the amalgamation of my experiences working at YRES and my passion for serving the community and writing. A sense of contentment and accomplishment washes over me as this brochure is now completed.

Reflecting on the three weeks I spent creating this brochure, I owe my thanks to Clare Wong, a high school co-op student under my supervision. Your creativity, flair for design, and diligence have made this brochure remarkable. The book design would not have turned out so well without your inclination for aesthetics.

I would also like to thank our organization director Kevin Lin for giving me the opportunity to spearhead this project. I am honoured to be entrusted with creating this brochure.

I am filled with pride every time I think of all the projects undertaken and led by YRES's university co-op students. Our mission at YRES is to provide free and affordable educational resources and a supportive learning environment to communities. I have seen the hard work every one of you has put into the projects and the positive impacts it has made on students as well as volunteers. For that, YRES is sincerely grateful.

A heartfelt "thank you" must also be extended to the readers for taking the time to engage with my work. Your readership motivates me to continue using writing as a medium for helping the community. If you are a co-op student looking for employment, I hope this brochure incentivizes you to apply to our organization.

Sincerely,  
Tanya Leung  
HR Coordinator and Volunteer Manager  
York Region Educational Services



To many more  
memories with



[yorkeducation.org/join-us/uni-coop/](https://yorkeducation.org/join-us/uni-coop/)



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