



JAKE'S HOUSE EMPLOYMENT TRAINING PROGRAM

Jake's House Employment Training Program is an innovative, adaptable program that supports the integration of individuals aged 16+ years with autism or a developmental disability, into the workforce. The program is funded by the Ministry of Labour, Immigration, Training and Skills Development (MLITSD), and leverages a proven recruitment method connecting businesses with well-qualified candidates who are on the autism spectrum or have developmental disabilities.

JOB TITLE: CREDENTIALS AND PHOTO ID ASSISTANT

Company: Canadian National Exhibition (CNE)

Type of Role: Temporary

Location: Toronto

Deadline to apply: ASAP

About: The CNE, often affectionately referred to as The Ex, is Canada's largest community event and one of the top ten agricultural fairs in North America. With something for everyone, our event offers a wide variety of attractions and interactive entertainment experiences including: concerts, midway rides and games, shopping, exhibits, tech and gaming hubs, food and wacky treats!

Here is what you will do:

- Report to Accreditation Supervisor – Coordination, Collaboration
- Arrive promptly and exhibit great enthusiasm, communication and develop cooperative working relationships with the vendors and exhibitors
- Operate photo ID equipment and software and ensure its proper use
- Ensure that all photo stations are well maintained with adequate supplies
- Ensure that all photo IDs are accurately documented and administered
- Perform nightly pass inventory count
- Act as the first point of contact for Photo ID Takers when encountering vendors and customer service issues
- Become full-time ID badge creator once Photo ID Takers are re-assigned to gates
- Gives breaks to Photo ID Takers and momentarily takes their place when washroom breaks are taken



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Qualifications

- High school diploma or equivalent required
- **Available to work all days of the fair (July 22 – September, 2024)**
- Available to work flexible hours, evenings and weekends
- Able to attend Mandatory Orientation Session
- Ability to work effectively in a team environment
- Ability to stand or be stationary for long periods of time
- Ability to work both indoors and outdoors for extended periods and in all weather conditions (sun, heat, wind, cold, rain)
- Exhibit great organization skills when handling multiple tasks at once

Application Process:

The first step in the recruitment process is for interested candidates to apply to the role with Jake's House, by emailing your resume to jobs@jakeshouse.ca, with the title of the job in the subject line. Applicants will be shortlisted for participation in the next step based on a review of each applicant assessing the likelihood of fit for the roles for which we are recruiting.

FOR MORE INFORMATION

Please direct any questions to jobs@jakeshouse.ca

For more information about Jake's House, visit www.jakeshouse.ca

We look forward to hearing from you!