

April 2019



Bethany Hope Centre Summer Program Assistant

Contract Position -13 weeks

Weekly Hours: 35

Salary: \$14.50/hr

Objective: To provide general support to the Nourish Family Food Centre, Night Market on Fox and Community Life program in a variety of ways.

Qualifications:

- **Due to Canada Summer Jobs funding, applicant must be between 15 and 30 years of age**
- High school diploma required
- In progress on a post-secondary diploma or degree in field of social services or related field an asset
- Experience in community programming an asset
- Experience with children and /or young parent families an asset
- Second language spoken an asset.
- Must be comfortable in an ever changing environment and learn new tasks quickly
- Willingness to work within the mandate of the Salvation Army
- Current Criminal Police check required

Supervision: Directly responsible to the Program Director

General Service responsibilities:

1. Support staff in a variety of core programs including the Breakfast/Lunch Program
2. Support the staff with food preparation and clean up on a schedule
3. Support the indoor and outdoor Community Garden program
4. Support table activities and healthy relationships with and between parents and children.
5. Support the fundraising efforts/event planning of the program
6. Support the Community Life Coordinator by covering the desk on a schedule
7. Support Community Life programs where required
8. Support the Night Market on Fox on Friday evenings
9. Support communication and planning of the Night Market Coordinator
10. Other general staff duties as required.

Organizational Responsibilities:

1. Maintains accurate and timely statistics as required
2. Maintain accurate client files and information
3. Uphold the values reflected in the mission of The Salvation Army

To apply please submit your resume and cover letter by email ONLY to

sandra_randall@can.salvationarmy.org. No calls or personal visits.

Please indicate which position you are applying for. Only those selected for interview will be contacted.

Closing date for applications is May 10, 2019