



**Community Program Worker**  
(7 week contract position – 30 hrs/wk, \$13.40/hr)

**Job Summary:** In keeping with Welcome Inn Community Centre’s Mission, Vision, and Core Values, facilitate community centre programs. Offer support to volunteers and community members through the Third Space Resource Centre, Seniors Program, and Food Bank at Welcome Inn Community Centre.

**Responsibilities and Duties**

1. Working from an anti-oppressive, justice focused framework, assist with the operation of the 3<sup>rd</sup> Space Resource Centre, food bank and seniors programs as needed.
2. Ensure a healthy, welcoming, respectful and safe environment in the Community Centre for all volunteers and community members.
3. Assist with the little library including computer usage, book lending/exchange and resource centre. Ensure the set-up of technical aspects of the internet usage in accordance with our safe space internet use policy.
4. Facilitating community members’ access of the space and resources. Promoting healthy self-esteem and valuing of one another. Assist community members with accessing resources i.e. job search endeavours.
5. Assist with all aspects of weekly Seniors Brunch including set up, clean up, planning & running program activities.
6. Engaging the community through assisting with the organization of events.
7. Working alongside volunteers as a peer support.
8. Assist with recruiting donations for programs as needed.
9. Oversee food supplies and distribution
  - a. Ensure food is handled and stored safely and cleanly in accordance with food safety protocols.
  - b. Oversee food flow so that expiring items are handed out in good time.
  - c. Ensure all food bank areas are cleaned well by volunteers at the end of each day.
  - d. Ensure that when supplies are low, the Community Program Coordinator is notified.
  - e. Track food distributed to customers each day, including shortages (breakfast, lunch, dinner, and snack for each of 3 days)
10. Adhere to all Food Handling safety protocols.
11. Adhere to the healthy food principles.
12. Meet with the Community Program Coordinator to discuss any relevant issues that emerge.
13. Adhere to policies and procedures including health and safety requirements.
14. Perform other duties as assigned

\*Subject to successful qualification of Canada Summer Jobs program. All applicants must be 15 to 30 years who are full-time students intending to return to their studies in the next school year. People from diverse backgrounds are encouraged to apply.

Please send your resume, cover letter in confidence by email to: [Krista@welcomeinn.ca](mailto:Krista@welcomeinn.ca) by May 30 @ 5pm. No phone calls please. We thank all applicants for their interest; however only those selected for an interview will be contacted. Anticipated start date: mid-June 2017

**Connecting people and building resilient community: it’s a two way street**

*Reviewed: March 30, 2017*