

# Connecting People and Building Resilient Community: *It's a Two Way Street*

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## **Community Social Enterprise Assistant Manager** (PT, 30 hrs week, 8 week contract position \$15/hr)

**Job Summary:** In keeping with Welcome Inn Community Centre's Mission, Vision, and Core Values, provide summer management of the New Horizons Social Enterprise program.

### **Responsibilities and Duties**

1. Reporting to the Thrift Store Manager and Executive Director, manage the overall functioning of the social enterprise – New Horizons Thrift Store during the summer months.
2. Maintain vision for the store and connection to the community.
3. Ensure financial policies and practices are being followed.
4. Facilitate community members' access of the space to volunteer. Promoting healthy self-esteem and valuing of one another through interviewing, training, and supervising volunteers.
5. Working alongside volunteers as a peer support in the day to day operations of the store.
6. Tracking and reporting on all volunteer hours.
7. Prepare daily deposits and reconciliations as required.
8. Creation of weekly volunteer schedules ensuring complete coverage during all operating store hours.
9. Encourage the development of volunteer-engaged, community activities (i.e. community BBQ)
10. Assist with managing donations for the program as needed.
11. Meet regularly with the Executive Director to discuss any relevant issues that emerge.
12. Adhere to policies and procedures including health and safety requirements.
13. Perform other duties as assigned by the Thrift Store Manager and Executive Director.

\* 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.