

## Recreational Activities/Drop In Staff

### Full Time – Summer Term Position

35 hours per week

May to August

**Salary:** \$ 16.00 per hour



**Shift:** Shifts begin between 8:30 a.m. to 4:00 p.m. Flexible hours including evenings and weekends may be required to meet organizational needs.

**Reports to:** Site Lead

### About 1JustCity

1JustCity supports over 1,200 people each week facing poverty, homelessness, mental health challenges, addiction, and social isolation.

In winter, we operate an emergency warming shelter offering a safe place to sleep, meals, showers, laundry, and evening activities such as movies, games, and culturally relevant programs.

### Responsibilities

- Support the strategic direction of 1JustCity's vision and goals.
- Build relationships with guests on a non-judgmental and non-threatening basis.
- Learn guests' names so they may be greeted personally and made to feel welcome.
- Assist in planning meaningful and fun summer activities to enrich the lives of our guests
- Assist staff in organizing and implementing programs/activities and in creating an activity calendar of events.
- Advertise within 1JustCity to ensure guests are aware of upcoming programs and activities and are encouraged to participate.
- Follow eligibility criteria when signing guests up for activities. Register guests for activities and document numbers of participants.
- Assist with preparing meals, tracking and putting away Harvest, and assist with the distribution of Food Bank, and other donations.
- Assist in keeping the drop-in and outside areas clean.
- Maintain cleanliness of the program area including daily laundry tasks.
- Attend special summer trips and events.
- Assist with groundskeeping

## Qualifications:

- Must be under 30 years of age on employment start date.
- Must possess strong written, verbal, and interpersonal communication skills.
- Must be able to treat all people regardless of sex, religion, culture, gender identification, race, or colour with respect and acceptance
- Must be able to set clear boundaries with guests.
- Adaptable with the ability to work flexible hours including early evenings and some weekends if required.
- Skilled in the use of Google Workspace; able to operate office equipment.
- Some physical work, including lifting, bending, climbing stairs, carrying up to 50 pounds.
- Experience working and/or volunteering in community or non-profit organizations is an asset.
- An understanding of trauma informed care and harm reduction principles.
- Valid Manitoba Class 5 driver's license and daily access to a vehicle is an asset. (mileage reimbursed)
- NVC, ASIST, CPR First Aid, Mental Health First Aid, or a Food Handler's Certificate is an asset.

*1JustCity is committed to employment equity, diversity, and inclusion and to creating a workplace reflective of the community we serve. We encourage applications from all qualified individuals, with a strong priority placed on increasing Indigenous representation on our team. We also welcome applications from racialized and 2SLGBTQIA+ individuals. Accommodations as needed are available upon request throughout the hiring process.*

Please submit a resume and cover letter to the attention of the Hiring Committee with the title of the position you are applying for in the subject line. A cover letter should indicate how your experience meets the job requirements. Please include contact information (telephone number and/or email address) in your application. Applications will be reviewed until the positions are filled.

Please apply on Indeed or by email: [jobpostings@1justcity.ca](mailto:jobpostings@1justcity.ca).

*Applications accepted until the position is filled. We thank everyone for their interest, however only candidates selected for an interview will be contacted.*