

Recreational Activities/Drop In Staff

Full Time – Summer Term Position

35 hours per week

12 to 13 weeks

Mid May to Early September



Salary: \$ 17.00 per hour

Shift: Shifts begin between 8:00 and 9:30 a.m. and end between 4:30 and 6:00 p.m. dependent on location and site needs. Flexible hours including evenings and weekends may be required for special events and/or to meet the needs of guests and summer programs.

Reports to: Site Lead

Overview

The Recreational Activities and Drop In Staff is an integral part of 1JustCity's summer programming and they work closely with all staff and programs within the organization to assist with planning, organizing, and implementing recreational, educational and engaging activities for our guests. Our drop-ins are places where people who may be housed or unhoused, come to access food and resources as well as a listening ear and offering activities that are not always accessible to guests. While we provide for basic needs, we also strive to offer programs that are transformational and change lives for the better.

1JustCity operates drop-in sites in three Winnipeg neighborhoods: Central, West Broadway, and Osborne Village. This position requires flexibility between sites.

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)
- NVCI, ASIST, CPR First Aid, Mental Health First Aid, or a Food Handler's Certificate is an asset.

1JustCity is an equal opportunity employer and we encourage individuals of minority, who are comfortable, to self-identify. We ask that all job applications please identify any accommodation requirements. Preference will be given to Indigenous candidates.

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 by email: jobpostings@1justcity.ca.

We thank everyone for their interest, however only candidates selected for an interview will be contacted.