

## Burnside Gorge Community Centre Job Description

### Food Security and Family Programs Support

#### Position Overview:

Working under the direction of the Family Centre Coordinator, this position plays a key role in supporting the daily operations of the Family Centre by managing food donations, organizing resources, and assisting with programs and seasonal initiatives. This role helps ensure families and community members have access to food, clothing, books, hygiene items, and special events that support their well-being.

#### Key Duties and Responsibilities:

Potential program areas the role can assist in:

- Ensuring the food cupboards are stocked, clean, and organized.
- Maintaining inventory and ensuring soap, personal hygiene items, and self-care kits are stocked through the *Soap for Hope* program.
- Sorting and displaying children's books on the community hallway bookshelf.
- Prepping and serving at Thursday community dinners
- Assist with seasonal programs, including:
  - Halloween celebrations
  - Coats for Kids Program (fall)
  - Christmas hampers (winter)
  - Holiday decorating and special events
- Supporting the Food Rescue project in collaboration with the Coordinator
- Preparing and implementing morning early childhood drop-in groups
- Supporting time-limited food initiatives such as the summer snack bag program.
- Attend monthly staff meetings.
- Perform other duties as assigned to support the centre's programs.

#### Qualifications & Skills:

- Must be on income assistance or PWD to be eligible for this position
- Strong organizational skills and attention to detail.
- Ability to work both independently and as part of a team.
- Flexibility to support seasonal and program-specific needs.
- Compassionate and community-focused attitude.
- Comfortable working in a dog-friendly building

#### TRAINING OPPORTUNITIES

- There is a small amount of funding to support certificate training in areas such as Food Safe Certificate



**Hours:** Monday-Friday, 240 total hours ending February 28, 2027

**Compensation:** \$3,600 for all 240 hours

**Reports to:** Integrated Family Services (IFS) Manager