

## **Recreation and Social Services Coordinator – Summer Job Opportunity**

Hesperus Fellowship Community of Ontario is a charitable organization located in the City of Vaughan. We run programs / events for seniors that live in our affordable housing facility as well as programs that are open to the public.

We are looking for a university student who is interested in, or already studying social services and who is eager to help us with our summer programs. You will be required to provide a police check and references.

Please submit resumes to: [support@hesperus.ca](mailto:support@hesperus.ca) and list the **subject as summer job**.

Resumes must be emailed by June 3<sup>rd</sup>.

Job Title: Social Services and Recreation Coordinator	Job Status: Summer Job
Reporting to: Manager, Community Development, Programs and Volunteers	Last Updated: March 3, 2016
Hourly Rate: \$17 / hour	Hours of Work: 35 hours / week paid
Start Date: June 27, 2016 until August 21, 2016	

<i>Job Tasks</i>	
<ul style="list-style-type: none"> <li>• <b>Assist Manager of Community Development, Programs and Volunteers with implementation of summer programs.</b></li> <li>• <b>Responsible for room-bookings and event logistics</b></li> <li>• <b>Assist with printing and distribution of monthly newsletter and activity calendar</b></li> <li>• <b>Handle phone calls and respond to walk-ins to assist residents and community members with signing up for activities, meal programs and housing programs.</b></li> <li>• <b>Help connect residents to outside services and supports as required</b></li> <li>• <b>Other duties and tasks as assigned</b></li> <li>• <b>May include occasional evening or weekends</b></li> </ul>	

<i>Qualifications</i>
<p><b>Student should have completed first year of College or University.</b></p> <p><b>Familiarity with Microsoft Word and Outlook</b></p> <p><b>Organized</b></p> <p><b>Team player</b></p> <p><b>Good communication skills</b></p> <p><b>Good customer service skills</b></p> <p><b>Punctual and dependable</b></p>

Hesperus website: [www.hesperus.ca](http://www.hesperus.ca).