



City-Wide Backpack Project Coordinator

Job Posting

Lakeside HOPE House

Lakeside HOPE House provides tangible, compassionate assistance and care to those in the Guelph community through immediate relief and ongoing support. Our goal is to foster a greater level of independence by delivering front-line services and support that allow our community members to maintain their dignity and choice. This is accomplished through a diverse range of programs and services including a choice-based, bucks-based Food and Clothing Market, HOPE Stylin' Haircuts, a community Edu-Kitchen, a Back-to- School Backpack Program, a daily Café, a Christmas Hamper program, and other programs to all Guelph residents (including children) living in poverty.

Job Description

The Backpack Project Coordinator will work directly with the Operations Lead to plan and execute the Guelph city-wide backpack program which is coordinated by HOPE House and provides over 1,000 backpacks to students in need across the city. The participant will work with families living in poverty to ensure that all families in need in the Guelph area receive a fully stocked backpack. The Backpack Coordinator will also liaise with other city agencies to form one centralized database list of recipients to ensure the efficiency of the program. This hands on role will provide a good picture of what working with families living in poverty looks like and offers a great learning opportunity while also filling an essential role in the Guelph community.

Duties and Responsibilities

- collect and organize community member applications
- work with the Guelph Neighbourhood Support Coalition to coordinate city-wide effort
- solicit and collect private and corporate donations
- sort and organize supplies for the assembly of all backpacks
- market this program to the greater community
- collect and organize volunteers for the execution of the project
- coordinate all the assembly and distribution of the backpacks

Qualifications

- Be between ages of 15-30 years of age.
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred.
- Have been enrolled in full-time schooling spring 2018 semester & enrolled for full time studies fall 2018 semester.

Working Conditions

- Position: City-Wide Backpack Project Coordinator
- Duration: up to 16 weeks at 30 hours/week at \$14/hr (dependent on approved funding)

Direct Reports

- Some volunteer supervision

Competencies & Skills Required

- Excellent organizational skills
- Strong attention to detail
- Data entry skills
- Strong communication skills
- Ability to multi-task
- Working knowledge of poverty (i.e. generational, situational, working poor)
- Post-Secondary, Field of studies: Social Services, Psychology, Child/Youth and Family Studies, and Communications and Public Relations
- Adhere to the qualifications set by Canada Summer Jobs program (above)
- Provision of a vulnerable sector police check

HOPE House is an equal opportunities employer, committed to employment equity. HOPE House values diversity and invites all qualified candidates to apply.

Resumes will be accepted until Friday, April 6th, 2018 at 4 pm

Please send to operations@lakesidehopehouse.ca