

THE GATHERING PLACE

Summer Intern Position (College or University Student)

The Gathering Place is offering a summer position in 'Community Outreach'. This is a 4 month position from May to August of 35 hours per week (approximately 500 hours) with some flexibility in scheduling.

Tasks:

- Work in co-operation with the Executive director with a focus on community outreach
- Interact with clients, greeting, listening and encouraging those who come, and building relationships.
- Answering the phone and responding to general inquiries.
- Assist with programs such as Open Hands (food distribution), Hopefully Yours (clothing program), Thursday Drop-in and other planned summer events.
- Updating communication platforms and social media, designing and sharing of promotional materials, communicating to churches
- Cleaning of facilities including vacuuming, wiping surfaces, cleaning doors, and light yard maintenance.
- Participating in staff meetings and discussions which seek to enhance programs and seek new opportunities for blessing the community.

Qualifications:

The Gathering Place seeks to be 'A safe place to meet Jesus' and all staff are to strive to fulfill this mission statement.

Strong interpersonal skills, giftedness in hospitality, organizational skills, creativity and computer skills would be an asset in this position.

Physical tasks will include assisting with carrying or moving heavy items (ie: unloading the food truck), ability to use a vacuum, mop, and lawn mower.)

Interested applicants can find more information about the Gathering Place at thegatheringplacetbay.ca

Letters of application with resumes or inquires should be sent to Fred Rekman (fmrekman@gmail.com)