

**Summer Program Assistant**

*\*This position is funded by Canada Summer Jobs to create quality summer work experience for young adults aged 15-30 years.*

**Duration:** June 3 – August 23, 2024

**Remuneration:** $20/hour (30 hours a week)

**Location:** Halifax NS

**About Us:** Spencer House is a vibrant community centre dedicated to providing essential services, engaging programs, and a supportive environment for seniors in our community. Our Centre serves as a vital hub where seniors can access resources, socialize, and participate in enriching activities that promote wellness and quality of life.

**About the Position**: We are seeking a motivated and compassionate Summer Program Assistant to join our team for the upcoming summer months. The successful candidate will play a vital role in supporting the day-to-day operations of our drop-in program and assist in the planning and implementation of various programs and activites.

**Key Responsibilities:**

* Assist with Program Implementation: Collaborate with staff to organize and execute recreational, educational, and social activities for seniors, such as arts and crafts sessions, exercise classes, guest speaker events, and outings about the city.
* Provide Administrative Support: Aid in administrative tasks including answering phone calls, responding to inquiries, and maintaining participant statistics.
* Engage with Senior Participants: Interact with seniors in a friendly and respectful manner, fostering a welcoming and inclusive environment within the Centre.
* Support Facility Maintenance: Assist with setting up and cleaning up program spaces, ensuring they are safe, clean, and conducive to accessible activities.
* Contribute to Outreach: Assist with promotional activities to attract seniors to the Centre, including flyers, updating social media, and participating in community events.

**Qualifications:**

* As required by the Canada Summer Jobs Program, the applicant must be between the ages of 15-30 years of age.
* Excellent communication and interpersonal skills, with the ability to interact effectively with seniors, staff, and volunteers.
* Friendly, enthusiastic approach to trying new things and motivating others to do the same.
* Strong organizational skills and attention to detail, with the ability to multitask and prioritize tasks effectively.
* Compassionate, patient, and empathetic attitude towards working with older adults.
* Ability to work independently as well as part of a team in a fast-paced environment.
* First Aid certification (preferred but not required)

**Benefits:**

* $20/hour (30 hours a week)
* Gain valuable experience working in a dynamic and rewarding environment dedicated to serving older adults.
* Develop transferable skills in program coordination, administration, communication, and teamwork.
* Opportunity to make a meaningful difference in the lives of seniors in the community.

**How to Apply:** Interested candidates should submit a resume and cover letter outlining their interest, qualifications, and availability in one file to Allison Davis, Executive Director, by **May 15, 2024**.

*We thank all applicants for their interest, but only those selected for an interview will be contacted.*

Spencer House Seniors Centre is committed to employment equity and welcomes diversity in the workplace. We encourage applications from all qualified individuals, including those with diverse backgrounds and those with differing abilities. If you require accommodation at any stage of the recruitment process, please inform us in advance.