



Internal/External Job Posting #2018-026

SHARE Family & Community Services Society has the following employment opportunity:

Assistant Manager, Toy Shop Program

Regular Temporary, Part/Full Time

- Date:** October 19, 2018
- Start date:** November 13, 2018
- Location:** SHARE Clarke Street Office – 2615 Clarke Street, Port Moody, BC V3H 1Z4
- Hours of Work:** Nov 13 – 23, part-time. Nov.26 – Jan.25, 2019, full-time
- Nov.13 – 16, 12 hours to be scheduled
Nov. 19 – 23, 23 hours to be scheduled
Nov 26 – Jan. 25, 2019, 35 hours per week, includes at least 1 Saturday - Dec.8th.
- Compensation:** \$20.55 - \$22.85 per hour, Program Coordinator I Grid Level 12A

This is an HSA Bargaining Unit Position and requires Union membership. This posting is open to female and male applicants.

Summary of Duties:

- Oversee the day to day operation of the toy shop program by ensuring the necessary facilities and equipment are in place, program guidelines and policies are adhered to and program standards are met.
- Ensure toys/gifts are sorted by age and category, properly bagged/boxed and stored.
- Ensure that toys/gifts are sorted and distributed according to program policies and practices.
- Orient, monitor, direct and support the volunteers.
- Update and ensure accuracy of toy /gift inventory.
- Assist with Food Drives and Christmas Hamper Program, ensuring that all donations are recorded and inventoried.

Qualifications Required:

- Diploma in a related human/social service related field
- Minimum 2 years working closely with volunteers in a service delivery situation.
- Knowledge of appropriate and current toys for children or youth is an asset.
- Strong organizational and oral communication skills

Forward resume & cover letter stating posting #2018-026 to:
Jillian Ratcliffe, Food Bank Supervisor, jillian.ratcliffe@sharesociety.ca

Closing Date: October 26, 2018

SHARE is committed to equity and values diversity. We welcome applications from qualified individuals of all genders and sexual orientations, persons with disabilities, Aboriginal persons and persons of visible minorities.