



POSITION DESCRIPTION

JOB TITLE: Summer Student – Community Health Programs

RESPONSIBLE TO: Chief Operating Officer

SUMMARY OF FUNCTION:

The role of the Summer Student - Community Health Programs serves as a champion of the Vision and Mission and promotes an environment that is consistent to the Health Centre's Statement of Values and Principles. The Summer Student - Community Health Programs is an essential member of the client-centred professional team and will provide ongoing support and assistance to the Health Promotion Team.

DUTIES:

- To assist the Community Development Worker with the coordination and implementation of Children's Grub Club, and Community Greenhouse programs;
- To help with participant recruitment, program promotion and evaluation;
- To assist with the development of curriculum, workshops, and preparation of group activities;
- To lead cooking and gardening activities independently with children ages 5-12
- To coordinate and facilitate community events, with special focus on the annual Park 'n Party summer event;
- Act as an ambassador for the Health Centre, discussing programs and services and promoting healthy lifestyles;
- To fundraise and organize a donations drive;
- To be involved with various community development and outreach opportunities;
- To create, set-up and operate displays at community events;
- Computer and data entry as needed;
- Assist and support the HP Team and North End Community as required;
- Other duties as may be assigned.

QUALIFICATIONS:

- Strong interest in Fundraising and Event Planning;
- Experience outreaching to, and coordinating volunteers
- Passionate about gardening, food security, and sustainability;
- Knowledge and hands on experience of organic vegetable gardening;
- Commitment to fostering a positive community atmosphere;
- Experience cooking and/or gardening with children a strong asset
- Ability to perform moderate physical labour;
- Ability to organize, prioritize, and follow through;
- Excellent communication and interpersonal skills;
- Demonstrated experience with Microsoft Office and other related office software;
- Experience working with non-profit organizations an asset;
- Candidate must be returning to school in September 2024;
- Ability to work flexible hours in order to meet the needs of the community, including early mornings, evenings, and weekends.