



## **Job Description**

**Position Title:** Program Facilitator

**Start Date:** Begins Nov. 17, 2024

**Reports to:** Ministry & Personnel Team

**Salary:** \$21/hour, 20 hours per week, plus mileage, pension and benefits paid after 3 months

## **Job Purpose**

The Program facilitator is responsible for coordination and administration of various programs at Silver Spire United Church, namely the Community Kitchen/Out Of The Cold, and small groups such as Youth Group, Grief Group, Book Club or similar. This position includes recruitment, training and leadership of volunteers for said programs. In addition, there will be some coordination of members of our tech crew who support our online worship program and some communication work with our website and social media platforms (Facebook and Insta Gram)

The position supports the mission and the life and work of the church by working with others for a more just and equitable society by being a catalyst for community change and facilitating services that address poverty reduction.

## **Duties and Responsibilities**

### **Community Kitchen/Out of the Cold**

- Planning the Monday night meal for the Community Kitchen (May – October) and Out of the Cold (November – April) based on donations picked up from Community Care (Meat on Mondays, Vegetables on Fridays), additional grocery and supply shopping for said program, 4 flex hours
- Coordinating volunteers and overseeing meal preparation on Sundays 12 pm – 3 pm
- Coordinating volunteers and overseeing meal set up, serving and clean up on Mondays 3 pm-7 pm

### **Small Groups**

- Coordinate volunteers and leaders for various weekly groups throughout the year (Youth Group, Book Club,) 3 flex hours

### **Communications**

- Coordinate and oversee members of the Silver Spire tech crew who operate the livestream and sound equipment during our Sunday worship, 9 am– 12 pm. Successful candidate must learn how to operate all the equipment and be familiar with the tech crew positions within this important part of Silver Spire’s ministry. Paid training will be included.
- Keep website current and communicate via Social Media platforms Facebook and Instagram the various events happening at Silver Spire, 3 flex hours



## **Qualifications**

### **Education:**

- A minimum of grade 12 or equivalent,
- post secondary courses in social work or theology would be an asset

### **Experience:**

- previous experience with the vulnerable in our community, meal planning, coordinating volunteers
- posting on social media platforms
- church background preferred

### **Skills:**

- Works independently with minimal supervision to accomplish tasks and solve any problems that might arise
- Has some experience with conflict resolution and possesses de-escalation skills
- Has a Belief system consistent with the United Church of Canada
- Is familiar with the type of clients Silver Spire serves
- Prioritizes and manages time to accomplish multiple and ongoing tasks
- Communicates in a thorough, clear, and timely manner to support information sharing and goal achievement across the church
- Familiarity with and passion for creating a media presence, proficient in Microsoft Office, Canva, website maintenance and social media platforms

### **Other Requirements:**

- Food handling certificate or willingness to get one
- Satisfactory Police Vulnerable Sector Check
- Must sign a non-disclosure and confidentiality agreement
- Valid driver's license and access to a reliable vehicle
- Able to lift 50 pounds

## **Working Conditions**

### Hours of work

Sundays	9 am-3 pm (6)
Mondays	3-7 pm (4)
flex hours	10
Mileage	55 cents/km



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### **Compensation**

This is a year long part-time contract position, with possible option to renew. The United Church of Canada offers benefits including a pension component. There is a three-month probationary period. During, and at the end of this probationary period, workload, hours per week and hourly rate will be reviewed. Mileage of 55 cents per kilometer will be paid.

*Silver Spire is a place of work that affirms BIPOC and 2sLGBTQia and is a vibrant downtown church, that serves the vulnerable in the community.*

**To Apply: Please send a resume and cover letter to [jobs@silverspire.ca](mailto:jobs@silverspire.ca)**

**Job posting closes October 26, 2024**

**Only successful applicants will be contacted for an interview.**

