



**The Parkdale Activity-Recreation Centre:
"A community where people rebuild their lives."**

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Registered Charity: 129678231RR0001

The true meaning of PARC is reflected in our mission: "A community where people rebuild their lives." PARC is a social service agency that works with members on issues of poverty, mental health, addictions, homelessness and food security. Members access services and develop relationships with our staff and one another through four core areas of operation: a drop-in centre, a peer-support program, an outreach program and supportive housing.

At this time, PARC is seeking to fill two positions:

Title: Special Events Coordinator
Title: Volunteer Program Coordinator

Location: Toronto

Position type: 30 hours/week

Contract period: 12 weeks (summer)

Salary: \$14.00 /hour

Start Date: May 15, 2017

SUMMARY

These positions will relate directly to students studying special event management, fundraising, marketing and/or volunteer management. This position is for full-time students returning to school in the fall and is funded by a contribution from Canada Summer Jobs program.

These positions provide support to PARC's Resource Development Department. Both positions require a high degree of detail orientation, some problem solving and exceptional communication and administrative organizational skills. The positions report to Resource Development Director.

PARC is a community agency serving socially isolated individuals; individuals who do not usually participate in events promoted for the general public, in community and/or civic engagement activities or outreach strategies. Our special events aim to bridge the gap between PARC members and the broader south Parkdale Community.

You will receive a detailed orientation to workplace health and safety including all office equipment and its safe use. You will be introduced to neighbourhood emergency services, demographics and service context. You will receive training in WHMIS, AODA and risk assessment.

Required Skills & Abilities:

- Special events, marketing and volunteer management experience
- Proven computer, internet and data base skills, with proficiency in Microsoft Office Suite
- Experience developing and working with spreadsheets
- Attention to detail imperative.
- Ability to work in a well-organized manner, with accuracy and thoroughness
- Skilled at interpersonal relations and problem solving and a thorough understanding of the delicate nature of donor-relations
- Possess excellent written and oral communication skills including drafting reports, and drafting professional office communications
- Ability to work as a team member
- Ability to work independently and initiate work activities; ability to multi-task
- Must ensure the confidentiality of sensitive member, staff and financial information
- Works well under pressure, and effectively deals with deadlines
- Demonstrates respect for diversity and issues related to poverty, mental health and newcomers

Specific Duties:

1. Support volunteer program and volunteer committee for Humber Ride 4Real Food, our annual ride-a-thon fundraiser including event logistics and promotions, coordinating meetings, supporting and promoting rider recruitment, coordinating the event budget.
2. Support communications lead on social media; and internal communications
3. Recruit and Support volunteers coordinating PARC special summer events
4. Assist in overseeing annual client satisfaction survey for Drop-in programs and activities.
5. Assist in the development of an orientation manual and related policies for new staff and volunteers
6. Attend and participate in weekly department and monthly organization-wide meetings
7. Filing, photo-copying, word processing, minute taking & distribution
8. Perform other duties as requested from time to time.

Please forward your resume/cover letter in Word format:

By: May 5, 2017

To: jobs@parc.on.ca

Re: Canada Summer Jobs Students

We thank all applicants for their interest. However only those candidates selected for an interview will be contacted. No phone calls please.

Parkdale Activity-Recreation Centre (PARC) is an Equal Opportunity Employer. Qualified candidates with lived experience of poverty or contact with the psychiatric system and candidates from other marginalized communities are strongly encouraged to apply.
