



# Frog Hollow

NEIGHBOURHOOD HOUSE | SINCE 1968

[www.froghollow.bc.ca](http://www.froghollow.bc.ca)

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## Community Programmer

The Community Programmer position is funded by Canada Summer Jobs program. The Programmer will work alongside staff from the Family, Seniors & Newcomers Program Team to provide a wide range of summer programming in the Frog Hollow community.

<b>Position:</b>	Community Programmer
<b>Hours:</b>	280 hours during June 1 to September 10, 2020
<b>Salary:</b>	\$21 per hour
<b>Closing Date:</b>	Friday May 21, 2021; interviews will be scheduled during the week of May 24
<b>Start Date:</b>	June 1

Please note that during the COVID19 pandemic, work locations will vary. Locations will include Frog Hollow Neighbourhood House, as well as program sites such as Clinton Park. It may also involve working from home. Frog Hollow Neighbourhood House is committed to provide a safe environment for all its staff and neighbours.

### To be eligible for Canada Summer Jobs program, applicants must be:

- be between 15 and 30 years of age at the start of the employment\*;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment\*\*; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

### Duties and Responsibilities:

- Assist with operations of all programs within the Family, Seniors & Newcomers Program Team
- Assist with the planning & implementation of community events, particularly, **Frogs in the Park**
- Assist with engaging youth digital support volunteers helping older adults gain computer skills
- Lead the design of communication materials such as poster design and digital curriculum modules

### Qualifications: The successful candidate will possess the following skills:

- Demonstrated interest in a career in social services & support the value & mission of the Neighbourhood Houses
- Advanced knowledge in navigating the virtual world (i.e., emails, social media, video calls, installing apps, surfing the internet, online security, etc.)
- Experience volunteering and/or coordinating volunteers is preferred
- Training and experience in social marketing and event planning is an asset
- Demonstrated ability to communicate inter-culturally & experience working with the diverse community
- Proficiency in a second language is an asset
- Current First Aid, CPR, and/or Food Safe certification is an asset

Interested candidates, please submit your application to Gloria Tsui at [gloria@froghollow.bc.ca](mailto:gloria@froghollow.bc.ca)

*Creating Our Community Together*