



Woolwich Community Services (WCS) has a creative opportunity for a well-rounded community focused individual. This opportunity will champion the initiatives of our community agency in providing for residents living in Woolwich Township and immediate surrounding area. WCS offers a supportive, positive work environment that encourages impactful work assisting people where they are in their lives. Staff enjoy having input in program development while having their work-life balance respected. If this excites you come join our team!

Job Title: Food Bank & Thrift Shop Staff – Full Time 1 year Contract

Position Type: Full Time (35 hours per week, daytime hours, including 2 Saturdays per month)
1 Year Contract (with the intent of a permanent position if all parties are in agreement.)

Reports to: Thrift Shop Coordinator & Food Bank Coordinator

Education/Experience Requirements:

- Post-secondary diploma in social services, or equivalent with work experience
- Experience working in retail sales providing exemplary customer service
- Experience supporting volunteers an asset

Position Requirements:

- Excellent communication skills with a passion for assisting others
- Be flexible, highly organized and a self-starter
- Be a problem solver and able to work independently with minimal direction
- Have knowledge of community resources an asset
- Ability to work with social media (video editing/recording for FB, Instagram, etc.)
- Computer proficient: Knowledge of Office 365 and data entry skills
- Knowledge of fashion trends/items of value/brands etc.
- Access to reliable transportation
- Physical stamina with the ability to stand long hours and do regular heavy lifting (35lbs/16kg)
- Police Record Check – vulnerable sector

Job Responsibilities:

Thrift Store

- Responsible for assisting with all aspects of a thriving Thrift Store
- Provide customer service and support volunteers
- Open/closing responsibilities

Food Bank

- Responsible for assisting with all aspects of food bank programs and initiatives
- Maintain current participant and donor information database

WOOLWICH COMMUNITY SERVICES JOB DESCRIPTIONS

\$21.30/hour, 2 weeks vacation, paid sick days, mileage paid, benefits after 3 months and RRSP matching plan after 1 year. It is a contract with the intent of a permanent position if all parties are in agreement.

Applications are due by noon on Wednesday April 23rd, to Kelly Christie, Executive Director, 5 Memorial Ave, Elmira, ON N3B 2P8; fax 519-669-4210; or by email to woolwichcommunityservices@yahoo.com.

Woolwich Community Services is committed to employment equity and providing equal opportunity for people with disabilities. We encourage applications from people representing the diverse communities we serve, and if requested, we modify our recruitment and hiring processes to make accommodations that are responsive to applicants' needs.