



Program Intern

The Yellow Door is an intergenerational organization running programs and activities to bring youth and the elderly together in the promotion of mental and physical health and the prevention of urban social isolation amongst all ages.

Under the supervision of the *Generations Coordinator* and *Wellness Groups Coordinator* the *Program Intern* will be responsible for assisting with certain aspects of both the Yellow Door's Generations program and Wellness Group program, including, but not limited to:

Generations Program

- Assisting with coordination the program's current services: friendly calls; check-in calls; tech help calls; and friendly errands
- Referring members and informing volunteers of the appropriate community resources, when necessary.
- Assisting with screening, orienting and training of volunteers.
- Developing and/or maintaining links with other health and social service agencies, especially those who have altered their services during the COVID-19 isolation measures
- Maintaining an up-to-date and functional volunteer and member database.

Wellness Group Program

- Coordination of online community activities, as needed, including knitting, art, yoga, book club, film club, community hour, etc
- Contacting participants about upcoming activities
- Assisting with outreach and communications
- Providing support for volunteers
- Maintaining Wellness Group participation/volunteer hours database
- Assisting with upcoming workshops, events, and program projects

Qualifications:

- CEGEP diploma or an undergraduate degree in a related discipline, (gerontology, social services, communications, leisure studies, non-profit management, etc),
- Experience in volunteer management or managerial experience, an asset
- Experience working with seniors and/or outreach services for vulnerable populations, an asset
- Fluent spoken and written French and English is essential.
- Fluent understanding of the Windows environment and MS Office software (Word, Excel, PowerPoint) is required.

Conditions:

The position is part-time (15 hours per week for 16 weeks) starting in early-mid June. The hourly wage is set at \$15.50. The candidate must meet the requirements of the Canada Summer Jobs Intern program*:

- 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.

How to apply:

Please send a short (1 page) cover letter and resume to **ROCIO BARRENO**, outreach@yellowdoor.org before 9AM on May 26th. Applications without cover letters will not be considered.