



April 15, 2024

Job Description – Community Programs Summer Intern

Position Title: Community Programs Summer Intern

Reporting To: Cheryl McManus – CityReach Associate Executive Director

Position Description: The Community Programs Summer Intern is a temporary, full-time position based on 35 hours per week for 8 weeks (July and August). This individual will assist with the preparation and implementation of the Food For Families and Club Freedom programs at multiple locations, as well as taking a lead role with our various summer camps and events, in partnership with Broadway Church. All initiatives are consistent with the core values of Broadway Church, in conjunction with CityReach Care Society's vision and mission statement. CityReach Care Society is the Urban Ministries outreach arm under the umbrella of Broadway Church.

The Summer Intern will work closely with the specific Program Directors/Coordinators for their daily duties and responsibilities, with general oversight from the Associate Executive Director.

Program/Event Descriptions: Food for Families is a wholesome food bank and community resource for families in need in East and South Vancouver, Surrey and the Tri-Cities, providing an environment of safety, dignity, and respect. Club Freedom is a hot meal and Christ-centered program for those experiencing homelessness or other high needs in Vancouver, Tri-Cities and Surrey, where healing and hope are central. Broadway Church hosts 1 week of day camps for children/preteens, and 1 week of overnight camp for youth. In addition, we host a large community event, the Back-to-School Blast providing 1,000 backpacks and a free family event in multiple locations.

Duties to include:

- Assisting with daily activities at the various Food For Families sites, including set-up, food sorting, distribution, Care Tent, communications, and administration (Tuesdays/Thursdays)
- Assisting with various program aspects to support Club Freedom, including set-up/clean-up, volunteer care, food service, media, and/or administration as required (various Sundays)
- Assist with volunteer scheduling and communication as needed
- Help to maintain a safe and healthy environment for other staff and volunteers
- Build relationship with volunteers, staff, community members, and guests as a representative of CityReach Care Society and Broadway Church
- Assist with event preparation tasks, including registration, for our 'Back to School Blast' as well as a leadership role on the day of the event (Saturday August 17)
- Assist with camp preparation for Broadway Kids Camp (July 15-19) and Youth Camp (August 25-30) as required, as well as taking a lead role during both weeks of camps
- Administrative and organizational tasks to prepare for Adopt-A-School re-launch in September
- Other tasks and duties as required

Qualifications:

- Someone who loves Jesus and believes that the local church is the hope of the world
- Someone who is passionate about making a difference in Greater Vancouver
- Someone who is highly relational, an excellent communicator, and strong administratively
- Someone who is physically fit: able to be on their feet for long periods and lift boxes/objects for food distribution
- Someone who likes being a part of a team; interacting with volunteers as well as with those who are underprivileged
- Someone who is flexible, able to adapt quickly and multi-task
- Someone who is self-motivated and is able to take initiative

- Someone who is highly integral and trustworthy, able to build healthy relationships with people of all ages (children, youth, adults)
- Someone who is an active member of a local church
- Someone who has a driver's license and access to their own vehicle

Details:

- Full-time position of 35 hours per week, for 8 weeks in July and August (*exact start and end dates can be discussed*)
 - Tuesdays, half day at Food For Families (varies between 9am - 6pm) and admin
 - Wednesdays, admin and other in-house tasks half day, then support FFF Surrey in the afternoons
 - Thursdays, half day at Food For Families (varies between 8am - 5pm) and admin
 - Fridays, rotate half-day at Food For Families Mobile (South Vancouver) or flex/admin day
 - Sundays at Club Freedom – shorter day (may rotate between sites in Vancouver, Tri-Cities and Surrey)
 - *Mondays and Saturdays off, other than Saturday August 17*
- Hourly wage: \$17.40
- Unpaid lunch breaks will be allotted (30-60mins)
- Variety of work roles and environments (indoor and outdoor, sitting and active, in-office and community-based)
- As we work with vulnerable individuals (children, youth, and adults) employment is subject to a clear Criminal Record Check and interview process.
- **Interested applicants can submit a resume, cover letter, and references to:**
cherylm@cityreach.org by May 15.