Onward Willow Neighbourhood Group – JOB POSTING

Position: Neighbourhood Support Worker  
Organization: Onward Willow Neighbourhood Group & Guelph Neighbourhood Support Coalition

Application Deadline: Friday April 18th, 2014  
Start Date: As soon as possible  
Immediate Supervisor: Neighbourhood Development Supervisor  
Hours & Salary: Up to 30 hours/week. Starting wage of $15.95 per hour.

Summary of position:
Provide supports to the ongoing successful operation of the Onward Willow Neighbourhood Group and the Onward Willow Centre, with attention given to its programs, volunteers and community members.

Key Responsibilities:
- Volunteer recruitment, training, and supervision
- Oversee the emergency food and clothing program
- Upkeep of the Onward Willow centre
- Outreach to the local community to raise the awareness and attendance of the Neighbourhood Group’s activities
- Help people make connections to the Family Gateway (Shelldale Centre) and other programs and activities
- Assist the newsletter committee in producing and distributing the newsletter
- Attend monthly Neighbourhood Group Leadership Team meetings
- Financial and resource management
- Special event support and attendance

Experience/Skills required:
- Well-developed organizational skills (event planning, scheduling volunteers etc.)
- Ability to relate to, accept and engage a diverse community of people
- Welcoming and encouraging attitude, good interpersonal skills
- Knowledge of OWBBBF, the OWNG, and the GNSC and their philosophy and programs
- Knowledge of community resources and how to access them
- Ability to think creatively and find solutions to challenges
- Respect of confidentiality
- Minimum High school diploma
- Basic computer and budgeting skills
- Willing to work flexible hours
- Must hold or be willing to complete St. Johns first aid certification and CPR certification

This position is accountable to both the Neighbourhood Group Leadership Team and the Neighbourhood Development Supervisor.

How to apply:
Please submit a cover letter & resume to:  
Dan Evans, Neighbourhood Development Supervisor  
dan.evans@guelopheighbourhoods.org  
10 Carden Street, Unit CW3, Guelph, Ontario N1H 3A2

We thank all those who apply, however, only those selected for an interview will be contacted.