

## Employment Opportunity

<b>Position Title:</b> Employment Skills Facilitator /Job Coach	<b>Position Number:</b> 2020-024
<b>Department:</b> Thrift Shops <b>Location:</b> 715 Pandora Avenue, Victoria, BC	<b>Days/Hours of Work:</b> TBD – 8:30am – 5:00pm (no evenings) – Days of work will vary, 38 hours per week
<b>Remuneration:</b> \$16 per hour <small>**this position is subject to Canada Summer Jobs funding approval</small>	<b>Posting Period:</b> Until March 27 <sup>th</sup> , 2020
<b>Start Date:</b> May 11 <sup>th</sup> , 2020 <b>End Date:</b> 14-week work term – subject to Canada Summer Jobs funding	<b>Status:</b> Temporary, Full-Time <b>Union:</b> Exempt

### JOB SUMMARY:

Beacon Community Services Thrift Shops operate throughout the CRD. Each location serves individuals in the community by providing quality items at affordable prices. Our thrift shops are a success due to our team of dedicated volunteers and staff.

Our summer Employment Skills Facilitator/Job Coach will be working alongside of volunteers, staff, and participants in the Retail Training Certificate Program. The Employment Skills Facilitator/Job Coach would assist and mentor seniors, volunteers, and persons with disabilities in a variety of duties including sorting, pricing, display, cashier, and customer service skills.

### DUTIES AND RESPONSIBILITIES:

- Working with volunteers, donors, and public who include all ages and all socio-economic groups
- Providing retail assistance and mentoring for those who are participating in our Retail Training Certificate Programs
- Assist with all aspects of operations of the thrift shop
- Accept and price incoming donations
- Provide customers with assistance
- Operate cash register and handle sales

### QUALIFICATIONS:

- Applicant must be between 15-30 years of age
- Applicant must have just finished full time schooling and be returning to full time schooling in the fall
- Preference will be given to those studying mental health and addictions, social work, sociology, psychology, employment counseling, education, nursing
- High school graduation
- Some retail experience an asset

- Must be able to work weekends
- Current WHMIS Certificate
- Experience working with individuals with mental health issues
- Able to effectively use a computer and electronic devices
- Access to a computer and access to the internet

**WE LIVE SAFETY!**

The safety of our clients, staff and volunteers is a priority of Beacon Community Services. We promote healthy and safe working conditions in all of our operations. We are committed to continuously improving safety and *it is essential to this position*. We further support safety through the active participation and co-operation of management, supervisors, workers and joint occupational health and safety committees.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to work with volunteers with various barriers to employment
- Flexibility, ability to make decisions and act independently
- Skilled in the use of computers, the internet and electronic devices

**APPLICATIONS:**

- All interested applicants can [Apply Now!](#) quoting the position vacancy number **2020-024**. Please note only those applicants who are selected to continue in the recruitment process will be contacted.

**ADDITIONAL INFORMATION:**

- Late applications will not be accepted
- Only those selected to continue in the recruitment process will be contacted
- This position is reliant on receipt of funding
- Hours of work, days off and work location are subject to change
- The successful applicant will provide a clear Criminal Record Check