



WINGS Fellowship Ministries
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www.monarchplace.org

COVER SHEET

To: Churches, Students,
Youth Groups

From: Ann Nicholson

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No. 2
Pages:

Date: May 1, 2024

Subject: Needing a Summer Student Worker

Comments:

Hi, we are looking to hire one student for summer employment. We are a transition house society who work with women and children who are fleeing from domestic violence.

Please see attached job description for the information about this f/t summer position. Position starts on May 13th through to the Friday before Labour Day. Location is New Westminster and Delta. We have a great staff who you would become a part of and work alongside these wonderful women. This position pays \$3 above minimum wage.

If there is somewhere that this could be posted on-line for your students and youth groups to have access, we would very much appreciate that.

Thank you,

Ann



W.I.N.G.S. (Women In Need Gaining Strength)

Job Description: Staff Assistant (thru Canada Summer Jobs)

Start Date: May 13, 2024

Youth Eligibility Requirements

To be eligible, applicants must be:

- A Canadian citizen or permanent resident
- At least 18 years of age, and under 30

Candidate

- Must be a female.
- Ideally be a college/university student.
- Ideally have some interest in the social service sector.

Supervision

- The employee will be supervised by the WSW (Woman Support Worker). Each day, the employee will report to the WSW and receive/review a list of responsibilities for that day.
- There are a variety of tasks and responsibilities available for this employee.

Time Commitment (to be split between 2 locations)

- 5 days per week / 7.5 hours per day (includes ½ hour for unpaid lunch)
- 16 weeks – May 13th through August 30th

Tasks and Responsibilities

- *Client Service*
 - Organize and maintain the clothing donation room, assisting clients to find suitable clothing.
 - Organize and disburse client hygiene kits.
 - Organize and disburse miscellaneous client supplies.
 - Assist with recreational activities for client children's activities throughout the summer and at annual summer teas / picnics.
 - Support the outreach and multi-cultural outreach workers as needed.
- *Clerical*
 - Assist with filing and updating lists, data input, etc.
 - Be responsible for the annual inventory.
 - Support the administration function of the organization as needed.
- *Household Management*
 - Assist with grocery shopping and errands.
 - Assist with room preparation.
 - Assist with miscellaneous house tasks.
 - Be responsible for the care and upkeep of the yards and outdoor equipment.
 - Assist with organizing the garage and crawl space.

How To Apply for this position, please send your resume and cover letter explaining why you want to work for WINGS Fellowship Ministries, to wingsadmin1@monarchplace.org.

W.I.N.G.S. offers shelter and support to women and children fleeing violence.

Email and Website
wingsadmin1@monarchplace.org
www.monarchplace.org