



WORKING GEAR

Working Gear Shop Operations Coordinator - Summer Student Position

Dates: May - August 2022 (Flexible start and end date)

Compensation: \$20/hour

Job Type: Temporary, summer position

About Working Gear

Working Gear is a registered charitable non-profit society. We are primarily run by volunteers and have been operating in Vancouver, B.C., since 2007.

Working Gear provides interview and industry appropriate clothing and gear to low-income or unemployed individuals in search of employment. Many have been unemployed for long periods and cannot afford the clothing needed to find a job.

We provide individuals with free good quality used or new clothing and gear, from construction clothing and steel-toed boots to business casual attire and suits. We also offer a barber service. Clients are referred to our shop by appointment through community agencies assisting the unemployed.

The Opportunity

Are you adaptable and collaborative, desiring to help wherever and whenever needed? Are you client-centered and service-oriented in your interactions with others? Do you have strong interpersonal skills and enjoy building positive relationships with marginalized individuals in the Downtown Eastside? If yes, then read on!

In this position you will be responsible for assisting the Director of Operations of Working Gear Clothing Society to ensure clients accessing Working Gear's services feel welcomed and supported. You will get to be part of a team that makes a positive impact in the lives of clients that walk through Working Gear's doors. You will also have the opportunity to make a long-term impact to the organization by supporting the development of a sustainable funding model.

This is a **part time, summer** position for 320 hours (hours must be worked between May 1 and August 31). The successful applicant will work with the Director of Operations to determine their schedule.

Responsibilities

- Assist in the overseeing of evening shop activities, including assisting clients and supervising volunteers
- Complete a grant landscape analysis to identify future grant and funding opportunities for the organization



WORKING GEAR

- Support with survey data entry and analysis
- Oversee the volunteer schedule
- Assist with donor and referral management
- Process donations
- Complete other activities as needed

Qualifications

- Must be between the ages of 15-30 (this is a summer student grant requirement)
- Flexibility in hours for evenings and weekends
- Previous experience working with marginalized populations is preferred
- Excellent communication skills, including the ability to work in a respectful manner with staff, volunteers and clients
- Knowledge of issues related to poverty considered an asset
- Experience with scheduling and administrative tasks
- Strong organizational skills
- Experience overseeing volunteers
- Sensitivity and empathy towards others' situations
- Familiarity with Microsoft Office
- Key attributes include: friendly, organized, adaptable, responsible, resourceful, and creative.

The successful candidate will be asked to complete crisis intervention training and First Aid certification.

Completed resumes and cover letters can be sent to info@workinggear.ca. We thank all applicants considering this position and will contact those who we are interested in interviewing. We look forward to hearing from you!