

Internal / External Posting

Position Title: South Fort George Family Resource Centre Clothesline Worker	Agency: Prince George & District Elizabeth Fry Society
Department: Family Programs – Katrina McGraw Manager	Employee Group: BCGEU- this position requires union membership
Current Location: 1200 La Salle Ave (South Fort George Family Resource Centre)	Salary Range Steps: Grid level 3 (\$20.84 - \$23.90)
Current Hours per week: 12 hours per week	Position Status: Temporary part time (June 2024 or until the return of the incumbent)
Current Shift Schedule: Monday, Wednesday, Friday 9am 1pm	Anticipated Start Date: as soon as possible

NATURE OF POSITION:

The Prince George & District Elizabeth Fry Society is accepting applications for a part time Clothesline Worker to work within the team at the South Fort George Family Resource Centre. This position will receive, sort, and display donations from the community for individuals and families who visit the South Fort George Family Resource Centre.

The Clothesline is an integral part of the free programming offered at the South Fort George Family Resource Centre. The successful candidate will need to demonstrate skills to work independently, have strong organizational skills, and be part of a team.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Performs duties such as sorting, and hanging of clothes and small household items
2. Maintains clean clothesline area with vacuuming, sweeping, and spot mopping
3. Collects and disposes of refuse from collected clothes
4. Secures the clothesline space by locking doors and keeping area secure
5. Reports any maintenance requirements to supervisor
6. Performs other related duties as required.

Education and Knowledge

Grade 12 with six months related experience

To apply for this position please submit your resume and cover letter to the address below.

Reply to: Katrina McGraw 1575, 5 th Avenue, Prince George, BC V2L 3L9 Fax: 250-563-8765 Email: katrina@pgefry.bc.ca	Date Posted: November 7, 2023
	Closing Date: November 21, 2023, noon

Each applicant is responsible for ensuring that the Society receives his/her application by noon on the closing date. Any application received past this time will be considered late. As per the collective agreement qualified internal candidates will be considered and interviewed prior to external candidates. We thank all applicants, however, only those selected for interviews will be contacted.

Diversity, equity and inclusion are essential to the goals of the Prince George and District Elizabeth Fry society, and we are committed to building a representative workforce. PG and District Elizabeth Fry Society encourages applications reflecting diversity of sexual orientation, gender identity or expression, racialization or ancestry, diverse abilities, political and religious beliefs, marital or family status, age and /or status as a First Nation, Metis, and Inuit or Indigenous person and any other equity seeking groups. We wish to reflect the richness of the diverse community of persons we serve.