

The Scott Mission

Position: Welcome Desk Coordinator

Department: Public Relations

Status: Part time contract, 3 days a week (Wednesday-Friday)

Starting Date: ASAP

Work Location: 502 Spadina Avenue

Contract: January 18 -April 2, 2021 (with possibility of extension)

POSITION SUMMARY:

The Welcome Desk Coordinator will be based in 502 Spadina Avenue and will report directly to Volunteer and Outreach Manager. The incumbent will be primarily responsible for the Staff Welcome Desk and Wellness Check.

Duties & Responsibilities:

- Set up staff welcome desk in an orderly manner; ensure PPE is well stocked on the desk
- Ensure safety of staff by completing Wellness Check and making sure the log book is filled out impeccably
- Ensure staff are wearing the prescribed PPE and make reports of incidences
- Cover the reception area during lunches and breaks
- Receive volunteers and donations
- Assist with administration tasks (thank you letters, etc.)
- Provide support to the Welcome Team, especially during cold alerts and other special occasions
- Other duties and ad-hoc projects as assigned

Required Experience and Education:

- Ability to take direction and work co-operatively with teams
- Flexible to cover early shift hours and accommodate staff's holiday
- Demonstrated satisfactory work performance and attendance record
- Punctual, reliable and excellent interpersonal skills

A combination of education and experience that demonstrates the ability to perform the responsibilities of this position may be considered in lieu of stated education and experience requirements.

Interested applicants are invited to send a resume with cover letter to: careers@scottmission.com

The Scott Mission welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Employment is conditional to results of Police Reference Check and satisfactory reference.