

Posted: 01/09/2023

Program Support Lead

The Program Support Lead is an integral position in running Royal City Mission's Drop-In program, helps orchestrate community meal service, and engages in outreach work.

36 Hours per week.

Responsibilities and Duties

- Oversee Daily operations of the Drop-In program and Program Staff Team, including:
 - Sign In Desk
 - Washroom Checks
 - Café - Snack, Coffee, and Tea Service
- Cleaning (inside and out as needed)
- Helping with Personal Belonging Storage program
- Overseeing and leading Recreational activities for community members
- Food preparation when needed
- Connect with and care for community members
- Participate in Monthly Staff Meetings
- Receiving and Documenting Donations
- Others duties as needed.

Reporting

- Report to Program Director

Please send your resume and references to staff@royalcitymission.ca



**ROYAL CITY
MISSION**

50 Quebec Street
Guelph, Ontario
N1H 2T4

staff@royalcitymission.ca
royalcitymission.ca

