



September 16, 2020
Internal/External Posting #YS11-20-01
Kids Kitchen Program Instructor – Temporary Part-Time Contract

Collingwood Neighbourhood House's mandate is to promote the well-being of the Renfrew-Collingwood community by providing leadership and working collaboratively with individuals, families, agencies and other groups to develop and support inclusive, innovative, sustainable initiatives and services that respond to the community's social, educational, economic, health, cultural and recreational needs.

Job Overview

The Kids Kitchen Program Instructor will develop and lead a take-home cooking program for participants between the ages of 12-18. Each week, participants will be able to pick-up take home boxes with food ingredients and cooking instructions. On the following day, the program leader will demonstrate cooking principles and skills necessary to complete the dish.

Job Responsibilities

- Develop and deliver the Kids Kitchen Online program for youth in the Renfrew-Collingwood Community
- Create and convey a supportive and positive environment for participants
- Communicate with participants and parents to ensure program objectives and expectations are met
- Develop promotional and informational material to communicate to participants
- Prepare and distribute weekly cooking menu and cooking instructions
- Lead weekly sessions to help instruct and support the food and cooking skills of participants
- Purchase equipment and ingredients weekly as needed and according to program budget
- Portion, Package and Drop-off or facilitate pick-up of cooking ingredients
- Ensure and maintain a high-level of food safety practices and cleanliness in food handling
- Plan activities ensuring safety and hazard mitigation for participants
- Collect participants information, parental consent, and weekly program stats
- Provide weekly activity reporting for the duration of the program
- Work collaboratively as part of the Youth Services Team and support the work of volunteers and other staff
- Understand and follow health and safety recommendations to ensure a safe environment
- Other duties as assigned in relation to program needs

Level of Education

Secondary or post-secondary education.

Skills and Qualifications

- Ability to connect to youth in a positive, supportive, and encouraging manner
- Kitchen experience and passion for cooking
- Food Safe Certificate
- Previous experience in facilitating workshops and working with youth
- Strong interpersonal and leadership skills

- Organizational and time management skills
- Ability to work independently and as part of a team
- Ability to work in a multicultural environment
- Satisfactory Criminal Record Search
- Knowledge of community resources and services in Renfrew-Collingwood

Assets

- Positive and supportive attitude
- Public speaking / presentation experience
- Access to a vehicle to shop for and transport groceries
- Experience and skill with computers, video, and photo related programs and software

Job Details

Salary: \$20/hour

Term: Start October 1, 2020 for 12 weeks, with possibility of extension

Schedule: Approximately 6 hours/week, Friday-Saturday

Location: Combination of Collingwood Neighbourhood House (5288 Joyce Street) and other agreed upon locations

This is a non-union, temporary, part-time contract position.

Application Process

Applicants must be legally entitled to work in Canada, with priority given to Canadian Citizens and permanent residents. If you are not currently authorized to work in Canada, the employer will not consider your job application. As per the Collingwood Neighbourhood House Human Resources Policies and Procedures, all factors being equal, first priority will be given to qualified local applicants.

Equality of opportunity and diversity is important to us. We do not discriminate on the basis of race, religion, color, ethnicity, gender, sexual orientation, age, marital status, or disability.

Submit Resumes by Wednesday, September 23, 2020

Please quote reference #YS11-20-01

Please submit your resume and cover letter to: skarwal@cnh.bc.ca

Attention: Sanjeev Karwal

Collingwood Neighbourhood House
5288 Joyce Street, Vancouver, B.C. V5R 6C9
Fax Number: 604-451-1191

APPLICATIONS WITHOUT A COVER LETTER WILL NOT BE CONSIDERED

**We thank all individuals who apply for this position and will be contacting shortlisted candidates directly.
No phone calls please.**