



## Program Intern, Wellness Groups

The Yellow Door is an intergenerational organization running programs and activities to bring youth and the elderly together in the promotion of mental and physical health and the prevention of urban social isolation amongst all ages.

Under the supervision of the *Wellness Group Coordinator* the *Program Intern* will be responsible for assisting with certain aspects of the *Yellow Door's Wellness Group program*, including, but not limited to:

- Coordination and supervision of *in-person* community activities, (including knitting, art, community hour, book/film club), ensuring all health & safety measures are followed by all participants
- Providing creative ideas for unique and engaging activities for online community activities (including art, yoga, music, etc)
- Key role in organizing and implementing “cultural roulant” for isolated senior members at home
- Assisting with outreach in order to maintain/increase participation at events/activities; assisting with communications to members, volunteers and participants, as needed
- Assisting with Annual Benefit Dinner, as needed

### Qualifications:

- Creative, self-motivated, & detail oriented; ability to take direction and complete projects from start to finish independently
- Ability to prioritize & efficiently manage time/projects
- Highly developed & effective communication skills
- Ability to work IN PERSON in downtown Montreal 2 or 3 days during the week

- CEGEP diploma or an undergraduate degree in a related discipline, eg. gerontology, social services, etc,
- Experience in volunteer management / managerial experience, or experience working with seniors and/or outreach services for vulnerable populations, an asset
- Fluent spoken and written French and English
- Fluent understanding of the Windows environment and MS Office software eg Word, Excel, Power Point, and Publishing is required.

### Conditions:

The position is part-time (15 hours per week for 16 weeks) starting around October 19<sup>th</sup>. The hourly wage is set at \$13.10. The candidate must meet the requirements of the Canada Summer Jobs Intern program\*:

- be between 15 and 30 years of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

### How to apply:

Please send a short (1 page) cover letter and resume to SONIA NIZZA at [activities@yellowdoor.or](mailto:activities@yellowdoor.or). Deadline to apply is September 30<sup>th</sup>. Applications without cover letters will not be considered.