Dorothy's Place Program Assistant

About Rainbow Community Places (RCP)

Rainbow Community Places (RCP) is a non-profit, community-based agency that is committed to empowering 2SLGBTQIA+ people by building community in safe(r) spaces across the Greater Toronto Area (GTA). We connect, support, and empower 2SLGBTQIA+ communities through engaging programs and experiences. Our vision is to build a community where every queer person feels safe(r), supported, and can flourish. Our core values include Community, Nourishment, Safety, Inclusivity, Integrity, and Empowerment.

RCP is actively looking for a Program Assistant for Dorothy's Place, a free drop-in lunch program for 2SLGBTQIA+ seniors (and their caregivers), aged 55+.

Role Summary

Are you an energetic and compassionate self-starter who learns quickly and is ready to make a direct impact on the well-being of 2SLGBTQIA+ seniors?

Rainbow Community Places (RCP) is searching for a Program Assistant to work with the Program Coordinator leading the Dorothy's Place program. This is more than a support role; it's an opportunity to help cultivate a thriving, resilient community where 2SLGBTQIA+ seniors can connect with one another.

The Dorothy's Place Program Assistant is responsible for assisting with the leadership of the Dorothy's Place Program and working with the Program Coordinator. This role focuses on hands-on assistance, including setting up the program space, providing kitchen assistance, chatting with participants, welcoming newcomers, and helping with program support. This role reports to the Dorothy's Place Program Coordinator.

- **Program Hours:** This role requires an on-site presence for the weekly drop-in program at our Scarborough location (Mondays, 11:30 am to 2:00 pm). This position requires arriving approximately one hour before the program starts (10:30 am) to set up the program space and stay after to clean up at the end of the program.
- **Flexible Schedule:** This role is expected to take up to 8 hours each week, approximately 5 hours on Monday at our Scarborough location. The remainder of your weekly hours are flexible and may vary week-to-week.

If you are an organized, resourceful, and empathetic individual who believes in the power of community to transform lives, we want to hear from you!

Key Responsibilities

1. Program Support and Operations

Program Support and Operations

- Assisting the Dorothy's Place Program Coordinator with the execution of the program.
- Providing backup and support for the Program Coordinator, offering leadership for the program when the Coordinator is unavailable.
- Arriving promptly to assist with the set up and clean-up of the program space. This includes lifting, moving and setting up tables, chairs, food and supplies into and out of the work area.
- Assisting with the coordination of food preparation and kitchen clean-up.
- Coordination with Toby's Place staff to enable smooth transition of the shared space on Mondays from Dorothy's Place to Toby's Place.
- Engaging with participants by welcoming newcomers and engaging with participants.
- Shared oversight of volunteers to ensure a safe(r) space.
- Ensure compliance with applicable RCP policies and procedures, striving to create a go-to safer space.
- Report any incidents or problems to the Dorothy's Place Program Coordinator.

2. Organizational and Administrative Support

- Performing some administrative tasks to promote and support Dorothy's Place, such as content for newsletters, program updates and summaries for grant and Board reports and social media posts.
- Assist with the recruitment of volunteers, as needed.
- Assisting with RCP's fundraising events, tabling to attract participants and attending RCP organizational meetings as needed.
- Provide occasional back-up support for other RCP programs if key volunteers or the other program assistant(s) are unavailable.

Qualifications and Requirements

- Demonstrated experience in a support role, preferably within a community, drop-in, or senior-focused setting.
- Proven ability to work collaboratively as part of a team to create an environment that fosters belonging among staff and volunteers.
- Excellent interpersonal skills and a demonstrated ability to engage positively with seniors and volunteers.
- Strong commitment to the purpose, mission, vision, and values of RCP, with a clear understanding of the need to create safe(r) spaces for 2SLGBTQIA+ communities.
- Familiarity with the needs of 2SLGBTQIA+ seniors and demonstrated ability to work with 2SLGBTQ+ communities including integrating antiracism, anti-oppression and intersectional values and principles into daily practice.
- Ability to take direction and work independently on assigned tasks.
- Experience with food preparation and kitchen management is a strong asset.
- Please note, a vulnerable persons police check will be required for successful candidates.

Work Conditions

- **Primary Location:** Dorothy's Place. Monday's at 33 East Road, Scarborough, Ontario.
    - Remote for administrative work
- **Regular Hours:** Approximately 8 hours per week.
  The weekly drop-in program runs on Monday from 11:30 PM to 2:00 PM, from September to July. Set-up and clean-up are required before/after the program hours. Beyond this, the administrative hours are flexible and may vary weekly to accommodate meetings and other activities.
- **Position Type:** Part Time
- **Hourly Wage:** $21-23/hr, depending on experience.

How to Apply

Applicants to please send a resume and cover letter with hourly rate expectations demonstrating relevant experience to admin@rainbowcommunityplaces.org. Only applicants selected for an interview will be contacted. For more information about Dorothy's Place or Rainbow Community Places, please visit rainbowcommunityplaces.org

Should the applicant require any accommodations during the application or interview process, please notify us in advance at admin@rainbowcommunityplaces.org as per the Accessibility for Ontarians with Disabilities Act (AODA). We are committed to building a diverse workforce and inclusive culture where all employees can thrive.