



Christmas Sharing Intake Worker

Term Position - November 7 to December 16, 2016

(Maximum of 120 hours)

Hours of Work: Monday to Saturday, 4 hours/day

Position Summary:

Chilliwack Community Services has been helping families at Christmas since 1928. The kindness and generosity of individuals and organizations helps to ensure gift hampers reflect the needs of each family and fulfill the special wishes of each child. Together we bring smiles to the faces of children who would not be celebrating the holiday with the same anticipation and joy as most do.

The Christmas Sharing Intake Worker receives and processes Christmas Sharing hamper applications, operating out of a community location in partnership with The Salvation Army.

Qualifications:

Education, training & experience:

- Completion of Grade 12
- Experience working with the public.

Job Skills & Abilities:

- Good interpersonal and organizational skills.
- Clear communication skills, both verbal and written.
- Ability to organize work and carry out duties of the position with independence.
- Ability to work with diverse populations.

Duties & Responsibilities:

- To receive and process Christmas Sharing applications.
- To maintain confidentiality of program information.
- To promote the program positively in the community.

General:

- Wage Rate of \$15.90 per hour.
- This position is an exempt position.
- This position is open to all persons.
- This position requires successful completion of a criminal record check.
- This position reports to the Executive Director.

**Please mention the name of the job position you are applying for in your cover letter.
NO phone calls. Only short listed applicants will be contacted.**

Please submit your cover letter and resume to:

Matt Lutz, Human Resources Coordinator
Chilliwack Community Services
45938 Wellington Avenue, Chilliwack, BC V2P 2C7
Fax: 604.792.6575 Email: careers@comserv.bc.ca

Closing Date: 12:00 Noon, October 21, 2016