

**2024 Detailed Job Description**  
**FCRC SOI Summer Outreach Interns**  
**bw Dec 21/23**

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**Job Details:**

**Title: Summer Outreach Intern (SOI, aka "Community Event Intern/Coordinator ")**

**CSJ Job Name: "4212 - Social and Community Services Worker"**

**Positions: 2**

**Wage: \$19.75/hr + MERCs (12% incl vac pay), # weeks: 16, # hours: 30/wk, total hours: 480**

**Dates: Earliest Start: Apr 22/24, Latest Start: Jul 22/24, Latest End: Aug 31/24**

**Planned Start: May 6/24, Planned End: Aug 23/24**

**Tasks and Responsibilities:**

Our Community Event Interns/Coordinators (aka "community and social service workers") will help respond to the findings of our ongoing community assessment, and help design, organize and implement community events in the Fleetwood-Port Kells area to provide cultural and community benefit. Together with our church staff and volunteers, the interns will respond to community needs and opportunities by offering an appropriate array of community-focused activities. This coming summer we plan to prioritize the following:

- running week-long skills, crafts, sports and arts day-camps to promote health and wellness among children in our neighbourhood, including supervising volunteers;
- assisting with managing our "Front Yard" and Community Garden program, including recruiting & orienting new gardeners, training in organic gardening techniques, planting beneficial trees & shrubs, improving accessibility, and hosting community barbecues;
- hosting weekly evenings of pickup soccer/baseball, open to anyone in the community, taking place at a local school playing field.

Other activities may include:

- assisting our Refugee Support Team by participating in English conversation groups, family visits and neighbourhood orientation for newcomers to our area (both government-assisted and privately-sponsored refugee families);
- assisting at local community events (e.g. Fleetwood Festival);
- hosting special events such as community service days (e.g. Service Week) and youth/ELL/senior drop-in sessions, to promote community spirit and social wellness;
- providing occasional respite care for identified special-needs children in the community;
- assisting with recreational activities and special events for youth and young adults in accordance with the existing youth program, including possible opportunities with local charitable organizations that work alongside the homeless (eg. LookOut Housing Society);
- along with church staff and volunteers, staying connected with local community associations (eg. Fleetwood Community Assoc) and various City of Surrey departments as appropriate (e.g. Planning, Parks & Rec).

These activities and events will be advertised throughout the community by the interns and will be open to anyone who would like to participate. The costs of the events will be subsidized by the church.

Note: all above activities will be carried out in accordance with the prevailing health regulations, just as we did successfully at our church in summer 2020 & 2021 & 2022 (i.e. during the Covid-19 pandemic).

**Education & Experience:**

Post-secondary students will likely be applying for this job. They may be studying in the fields of Arts, Science and Social Science. The summer employment for the interns will provide valuable skills acquisition, learning and work experience in surveying, needs assessment, planning, implementing and evaluating programs, developing budgets, leading volunteers, and working with children, youth, seniors and new immigrants.

**Does the job support a local priority (in our riding of Fleetwood-Port Kells)?**

**This job supports the local priorities by:**

- **Being and supporting community-based organization – our church is a community-based organization and supports community-based activities and programs such as our Bustani Community Garden (which is open to all neighbours) and our Refugee Support Team (which sponsors and supports newcomers to Canada).**
- **Strengthening professional and skills development for youth – this job is multi-faceted and will provide significant learning for youth embarking on their careers. Every young person we’ve ever hired always says this job is very educational and very valuable in providing experience.**
- **Delivering services to families, children, youth, seniors and immigrants via local community activities and events related to culture, sports and community well-being. Such services will be open to all and benefit our neighbourhood by fostering strong relationships amongst people and promoting healthy living.**
- **Being open for application to all youth.**

**Supervision and Mentoring Plan:**

**Our goal is to provide suitable supervision and mentoring for our employees. Based in our Fleetwood church office, our interns will be supervised and mentored on site by our Administrator, our Pastor, and key volunteer members of our Reaching Out team, all of whom will be mentoring and checking in with the interns on a regular basis to ensure that the work tasks and responsibilities are being fulfilled. The interns will be working in the office alongside church staff and will be able to receive feedback and advice from them on a daily basis. The staff and mentors will also provide necessary orientation, training and oversight to the interns’ work.**

**The mentoring plan will focus on skills such as surveying, planning, organization of medium-scale events, problem solving, budgeting, collaboration, decision making, and interpersonal skills. Our plan for mentorship includes regular feedback from church staff and volunteers who have specialized skills relating to each event. For example, the day-camp resource people of previous years will assist and mentor the interns during the planning of this year’s camps. The interns will develop their own learning goals and will regularly review them with the designated mentors and evaluate how learning goals have been met.**

**The interns will work alongside church staff and volunteers to learn, gain experience and develop these skills.**

**Health and Safety Practices in the Work Place:**

**Church staff will train interns in the aspects of workplace health and safety. The employer will obtain criminal record checks and will complete emergency First Aid training. The employer will review security and safety plans with the interns. As well, the interns will fully participate in our “Safe Church” program.**

**Appendix: CSJ National and Local Priorities**

- 1. National Priorities**
  - a. See application summary**
- 2. Local Priorities:**
  - a. See application summary**

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