



# St. Matthew's Bracondale House

707 St. Clair Ave. W., Toronto ON M6C 4A1 tel. 416-656-2669 fax. 416-656-8052

## St. Matthew's Bracondale House ([www.smbh.ca](http://www.smbh.ca)) Canada Summer Jobs - Seniors Program Assistant (Covid-19 Revised)

**Wage:** \$14.25 per hour  
35 hour week  
**Duration:** 8 weeks  
**Start Date:** 06 Jul 2020  
**Finish Date:** 28 Aug 2020  
**Hours:** Mondays to Friday 9- 5 p.m.

### Tasks & Responsibilities

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*(In the current context of COVID-19, we provide a safe work environment guided by Municipal, Provincial and Federal public health information)*

1. Assist in the planning, implementation and evaluation of wellness and recreational programs (virtual and in-person) for seniors living in the building and community
2. Assistance with food preparation for our daily meal program
3. Conduct inventory of food and supplies for meal program
4. Assist with coordination and distribution of groceries for seniors
5. Guide and support seniors in their use of digital tools as they participate in our virtual programming
6. Update information in our donor database
7. Assist with answering phones and front desk reception
8. Update our website and social media accounts (Facebook, etc)
9. Assist with the preparation of applications to foundations.
10. Assist with data entry and billing

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The Student will be directly supervised by the Program Director. Meetings are held to outline tasks and responsibilities, engage in problem solving and address any issues or concerns of the student.