



**Cambridge Neighbourhood Table Location Supervisor
Job Posting
(3-Part time positions)**

For more than 20 years, Kinbridge Community Association has been serving the needs of local residents and their families by providing programs and services aimed at strengthening our community of over 24,000 residents living in south Cambridge, Christopher Champlain and Southwood neighbourhoods. As a grass roots organization, Kinbridge focuses on actively engaging and empowering community through positive relationship building and the facilitation of programs and services that embrace equity, inclusion and diversity.

Kinbridge is hiring 3 special individuals to fill the role of Location Supervisor for the Cambridge Neighbourhood Table
Location Supervisor #1 part time 27.5 hours/week: Monday - Friday 4:00pm-9:30pm \$21/hr
Location Supervisor #2 part time 20 hours/week: Monday - Friday 5:00pm-9:00pm \$21/hr
Location Supervisor Backup #3 part time 165 hours through out year: Monday - Friday 4:00pm-9:30pm \$21/hr

Cambridge Neighbourhood Table is a neighbourhood grassroots program, where everyone in the neighbourhood is invited, using a communal dining approach to create a connected neighbourhood. Using a community development approach, the focus is on building relationships in our neighbourhoods through supportive connections, promoting social inclusion so everyone belongs, feels welcome and no one is left behind.

Kinbridge is looking for someone who:

- Can oversee and supervise a program, including its volunteers and guests.
- Is a changemaker, who can get creative and help build a positive and welcoming environment for guests.
- Is passionate about building relationships, creating inclusive opportunities and connecting people.
- Is skilled in collaborating with diverse individuals, teams and groups towards a common goal.

The successful applicant will be an organized and motivated self-starter with demonstrated knowledge and skills in the not for profit sector, meal programs, persons with addictions and mental health challenges, and integrating recreation and social inclusion programs.

Duties include:

- Assist the Program Manager with managing the implementation of Cambridge Neighbourhood Table growing from one evening meal each week in one neighbourhood, to five evening meals a week in five neighbourhoods throughout Cambridge Monday to Friday, one meal per day.
- Maintain a consistent on-site presence at each evening meal.
- Help facilitate a new and innovative program where guests will be invited to gather Monday-to-Friday in a welcoming community space from 5 pm to 9 pm for connections to the local neighbourhood, social activities, fellowship and supportive services. People will have the opportunity to share conversations and a meal.
- Train volunteer staff in job duties, sanitation of kitchen and building safety procedures.
- Oversee opening and closing procedures and gather team for closing debrief about the shift happenings.
- Supervise guests as they arrive and work closely with hospitality volunteers throughout shift, to ensure that guests are comfortable and enjoying their time at Cambridge Neighbourhood Table.
- Support guests in crisis with listening, empathy, resources, and direction where applicable.

- Assist with record keeping and management of information for the ongoing development, implementation and evaluation of the program.
- On occasion, attend committee meetings, agency meetings, as well as public or educational meetings as they relate to Cambridge Neighbourhood Table.

Competencies:

In order to be successful in this position, candidates must uphold, support, and implement Kinbridge’s Mission, Vision and Core Values in addition to the following competencies:

~ Detail Oriented ~ Supervision ~ Balanced Decision Making ~ Flexibility ~
 ~ Communication Skills ~ Multitasking ~ Positivity ~ Problem Solving ~ Passion ~
 ~ Strong Relationship Building Skills ~ Community Development Skills ~
 ~ Initiator ~ Entrepreneurial ~

Qualifications:

- **Education:** Post-Secondary in any of these fields: Human Services; Community Based Social Work; Community Development; Community Based Therapeutic Recreation; or Equivalent Experience
- **Experience:** 2-3 years work experience in programs and services, supervision and evaluation. Experience with kitchen/meal service is a must.
- **Certifications:** UMAB (Understanding and Managing Aggressive Behaviours), ASIST Training, First Aid, Safe Food Handling

Requirements:

- Police Records Check, including a screening with the vulnerable sector.
- Valid “G” Class Driver’s licence and use of a personal car
- Ministry of Transportation 3-Year Driving Record

Experience:

- Demonstrated ability to work in a collaborative, team environment, as well as, independently
- Demonstrated leadership and team building skills, including the ability to motivate staff and volunteers
- Demonstrated ability to handle challenging situations with diplomacy and tact, accessing appropriate resources as needed
- Demonstrated abilities to work with diverse communities and views
- Demonstrated abilities to work with persons with addictions, experiencing homelessness and mental health challenges.

In addition to your resume, email a two-page summary detailing how your skills, experience and education will contribute to your success in this position. Please email to:

Joe-Ann McComb, Executive Director E-mail: joe-annm@kinbridge.ca

Deadline for Resume Submission is Thursday, March 12, 2020 at 4:00 PM.

We appreciate all applications, however, only those selected for an interview will be contacted.

Thank you.