



Job Posting: Drop-in Coordinator

OUTSaskatoon is looking for a community-minded, compassionate, trauma-informed, and eager individual to fill our position of Drop-in Coordinator. If you agree with the following statements, we want you to apply:

You enjoy working with community and providing frontline support

- You are friendly and enjoy talking and providing support to people you are unfamiliar with
- You are non-judgmental and compassionate
- You are quick on your feet, not intimidated by problems, and helping people find solutions

You enjoy planning programming

- You like brainstorming activities
- You're able to hold space for others
- You have some experience facilitating groups

You love teamwork

- You are open minded to more than one way of doing things
- You enjoy collaboration
- You believe that when multiple minds are brought together, the best solutions will be found

About the Position

Hours: 37.5 hours per week

Salary: \$20/hour

Benefits: Full benefits after 3 month probationary period

Job Term: Contract position for one year with possibility of extension

The Drop-in Coordinator is responsible for providing support to OUTSaskatoon's Drop-in Centre. This includes converting our Emergency Support Service Hub back into a drop-in centre, overseeing programming, and daily operations.

OUTSaskatoon is dedicated to building an organization that reflects the diversity of all we serve. This includes prioritizing applicants that are diverse in gender, sexuality, culture, and race. Please use your cover letter to tell us about yourself and your interest in working with OUTSaskatoon. **Preferential consideration will be given to First Nations, Metis, and Two Spirit applicants. We rely on section 48 of The Saskatchewan Human Rights Code for this measure.**



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 outsaskatoon.ca

Tasks:

1. Work to build relations with our 2SLGBTQ+ community members and partners.
2. Ensure needs of service users are adequately met and/or supported
3. Uphold health and safety guidelines for staff and clients in the Drop-in Centre
4. Ensures the drop-in is a safer space for people of all genders, sexualities, races, cultures, ages, and abilities
5. Implements OUTSaskatoon's policies and procedures
6. Is able to set boundaries and navigate difficult conversations or crises
7. Cleaning space during the day and prior to evening programming
8. Plans programming for the drop-in
9. Completes daily statistical reporting
10. Monthly statistical record-keeping and reporting and performance of other duties as assigned.

Qualifications:

One to two years of experience working in community-based organizations. Knowledge of Two Spirit, Queer, Trans, and BIPOC communities and issues is essential. Knowledge regarding housing, food, and social assistance services is essential. Knowledge of harm reduction, anti-oppression, anti-racism, and trauma-informed approaches to community service deliver an asset. Proficiency in software applications such as word, excel, publisher, and PowerPoint, Google Docs, Salesforce software, or related programs. Criminal Record Check is required.

Working Conditions: The incumbent works in an office environment that follows strict Covid-19 protocols and guidelines.

Deadline: The deadline to apply for this position is July 26 at 5:00 pm.

To Apply: Please submit

- **Detailed cover letter** (applicants that do not include a cover letter will not be considered)
- **Resume** highlighting relevant education and work experience
- **Three references**

By email to:

ATTN: Mandolyn Gales
Support Services Manager, OUTSaskatoon
services@outsaskatoon.ca