



Summer Student

Job Description

Job Title: Georgette Thrift Shop Assistant

Reports to: Manager of Employment Services

Wage Range: \$17.70/hr

Hours: Full-time: 35 hours/week

Term: 8 Weeks

Our application for a summer student position to the Canada Summer Jobs Program has been approved. This program is funded jointly by Service Canada and the Canadian Mental Health Association.

Program Description

The Canadian Mental Health Association (Vernon and District Branch) is a non-profit organization that exists to promote mental wellness in the community of Vernon, and surrounding areas in the North Okanagan. It is part of a provincial and national organization. We believe in empowering individuals, groups, and communities in self determination to enhance their mental health. We are committed to providing an environment that is free from prejudice, discrimination and harassment. We strive to reflect the entire community in our volunteers and staff and promote equal access to the services we provide.

General Duties

The “Georgette Thrift Shop Assistant” will provide excellent service to customers, sort incoming donations, receive donations and assist the Communications Manager in promoting the Georgette Thrift’s through social media platforms. While working with the CMHA team, the “Georgette Thrift Shop Assistant” will learn about the importance teamwork and collaboration.

Under the supervision of the Manager of Employment Services, the Georgette Thrift Shop Assistant will assist with:

- Sorting donated clothing into categories for sale or recycling.
- Identifying stock that will be sold through Facebook Marketplace or in store.
- Providing customer service during store hours
- Re-stocking store as necessary and needed
- Promote donated clothing online using social media (Facebook, Instagram)
- Sell donated clothing using Facebook Marketplace
- Promote upcoming sales or special fundraising events
- Assisting with all other Rehabilitation and Wellness programs at CMHA if needed.
- Performs other related duties as required



Digital Skills

The “Georgette Thrift Store Assistant” will develop digital skills through computer use and specialized programming. This position will use a variety of Microsoft Office Programs, including PowerPoint and Outlook, to communicate, create content and develop posters and communication items for the Georgette Thrift Store. They will also increase their knowledge of social media platforms including Facebook, Instagram as well as Facebook Marketplace.

Other Skills and Abilities

- Must be between 19 and 30 years of age
- Knowledge of mental illness and an interest in the mental health field
- Must have computer skills and knowledge of Microsoft Office
- Must have experience with social media including Facebook and Instagram
- Must be able to work flexible hours
- Must have the mental and physical abilities to perform required duties
- Must have a car and a valid BC Driver’s license
- Must be able to organize and work both independently and as a member of a multidisciplinary team
- Is not a relation of the Employer or Board of Directors.

Application to Include

- Resume and cover letter with at least two references
- Please send to samantha.beeson@cmhavernon.ca