



Position Vacancy External Posting

Position Vacancy #	Posting Period: January 31-Feb 5, 2012
Job Title: Relief Assistant Manager/ Job Coach Retail Training Program Department: Thrift Shops	Status: Casual Work Location: 715 Pandora and 2676 Quadra Start Date: As soon as possible End Date: N/A
Hours of Work: Tues, Wed., Thurs. 10-3, other shifts as needed	Union: no
Hourly Wage Rate: \$13.00/hr plus 10.2% in lieu of benefits	Contact: Glenys Cavers gcavers@beaconcs.ca
<p>Job Summary: The Assistant Manager/Job Coach of the Retail Certificate Training Program (RCTP) is responsible for assisting the facilitation the Retail Certificate Program, as directed by the Manager. Primary duties include, mentoring the RTCP Participants, liaising with the manager, to ensure the Retail Training Certificate Program meets the program outline and course materials. The Relief Assistant Manager is responsible for the overall operation of the Thrift Shop in the absence of the Manager.</p> <p>The Retail Training Certificate Program is an 8 week employment skills training program open to any interested individual in an existing retail thrift shop setting. The program is offered to clients referred from the Victoria Cool Aid Society, Community Assistance Program, as well as other United Way agencies and the general public.</p> <p>The Thrift Shops operate 7 days a week between the hours of 9 and 5:30. Ideal candidate has a very flexible schedule as they will be on call in addition to hours mentioned above.</p>	
<p>Basic Qualifications:</p> <ul style="list-style-type: none"> • Experience working with the Public or in a Community Service Sector • Experience working within a Thrift Shop environment • WHMIS Certification (annual Certification) • Ability to work independently and within a team environment • Clean and clear Criminal Record Check 	

To Apply:

**Please email resume to: Glenys Cavers
Director of Thrift Shops
Beacon Community Services
gcavers@beaconcs.ca**
