



Job Title: Youth Resource Room Support

Job Summary: Primarily responsible for assisting in the redevelopment and functions of the **PICS Resource Room for Youth.**

Work Tasks and Responsibilities:

- Assist in the preparation and redesign of the Resource Room for Youth
- Assist participants to do computer research as required
- Monitor the activity of the Resource Centre
- Research job opening for Youth participants as required
- Make a list of daily jobs for participants
- Work on computer as required
- Maintain safe and clean Resource Centre
- Contribute to team efforts by accomplishing related results as needed
- Perform other duties as directed by the Supervisor

Resource Room Skills and Abilities Required:

- Organizational Skills
- Effective Research
- Verbal Communication Skills
- Microsoft Office Skills
- Listening Skills
- Team Work Skills
- Ability to work under pressure
- Professionalism, Open Minded, Flexible and Adaptable

Please send cover letter and resume to volunteer@pics.bc.ca

