



## **Volunteer Coordinator**

Do you have a strong work ethic and are passionate about education and community programs? Be part of a team where you can work for a non-profit organization and make an impact on students to learn more! You can make a difference in the world by giving students the opportunity to access free and affordable educational services!

### **About York Region Educational Services:**

York Region Educational Services (YRES) is a not-for-profit organization that provides individuals in the vicinity of the York Region with free and affordable educational resources in a safe and supportive environment that inspires, motivates, and helps set the foundation for personal growth.

### **About this opportunity:**

As a non-profit, we rely on the help of volunteers to support community outreach and our educational community programs. As a Volunteer Coordinator, you will be coordinating YRES's extensive network of volunteers to support YRES's community programs. You will be the volunteers' first point of contact.

Key responsibilities are as follows:

- Responding to all volunteer-related emails and signing off community involvement hour forms from schools.
- Scheduling volunteers for different events using Monday.com and spreadsheets
- Supervising volunteers on-site at events to monitor performance and ensure proper professional conduct.



- Creating promotional materials such as newsletters and flyers to share volunteering opportunities with schools and volunteer networks and on Eventbrite.
- Developing, scheduling, and leading event-specific training for volunteers.
- Working in various sectors of the company! Majority of the time will be spent on community development projects but candidates are expected to take on tasks related to other fields (such as marketing and curriculum planning) to gain a variety of experiences.

A great candidate for this position will possess the following:

- Customer service skills and excellent written and verbal communication skills to handle communications with volunteers and their parents.
- Dedication and passion for education, helping the community, and working directly with youths.
- Excellent organizational skills and an attention to detail.
- Creativity and innovative thinking.
- Ability to work independently and collaborate with multiple stakeholders.
- Ability to demonstrate responsible, ethical, and professional conduct – YOU are the role model.

First Aid + CPR-C certification is required for successful candidates. This can be obtained after co-op employment is secured.

This is a flexible job position where you have the option of hybrid working or working fully in person.