



Volunteer Coordinator / Teaching Assistant

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 Volunteer Coordinator and Teaching Assistant, you will be coordinating YRES's extensive network of volunteers to support our community programs and initiatives, as well as carrying out our educational and community programs.

Key responsibilities are as follows:

- Being the first point of contact for YRES volunteers through emails and messages.
- Scheduling volunteers for different events using Monday.com and spreadsheets.
- Supervising volunteers on-site to ensure professional conduct and fulfillment of duties.
- 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.
- Collaborating with other community organizations to enhance volunteer outreach and form strategic partnerships.
- Revising or designing YRES learning materials (e.g., lesson slides) using Canva.
- Delivering day camps (e.g., Mark Break Camp, Weekend Camp, and Summer Camp) and virtual and/or in-person educational programs to York Region communities, such as Markham, Richmond Hill, Thornhill, Vaughan, Aurora-Oak Ridges, and Stouffville.



- Working in various sectors of the company! The majority of the time will be spent on volunteer-related tasks and teaching but candidates will on tasks related to other fields (e.g., business development) to support operation expansion.

Requirements:

- Dedication and passion toward all-round language, STEAM, and sports education; helping the community; and working primarily with youths.
- Customer service skills and excellent written and verbal communication skills to handle communications with volunteers and their parents.
- Ability to work independently and to collaborate with and manage multiple stakeholders throughout a project.
- Proficiency in using Google Workspace and Canva.
- Creative and innovative thinking and problem-solving skills.
- Exceptional attention to detail.
- Excellent organizational skills and ability to meet deadlines in a fast-paced environment.
- Ability to work 35 to 40-hour work weeks, including evenings and weekends based on your assigned shift.
- Ability to commute to locations (e.g., schools and community centers) across York Region to deliver programs and camps. (Locations are accessible via public transit, but transit transfers may be necessary.)

A valid Standard First Aid with CPR-C certification and a satisfactory Vulnerable Sector Check is required from successful candidates. These can be obtained after co-op employment is secured.

Assets:

- Experience in team management and event management.
- Experience in teaching and/or working with children and adolescents.
- Fluency in more than one language (encompassing reading, writing, speaking, and listening abilities).
- Access to a car and a valid G2/G Ontario driver's license.

In this job position, you will be working fully in-person. Salary ranges from \$17.5-22/hour, dependent on experience.