



Human Resources 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 York Region and beyond 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 Human Resources Coordinator, you will play an integral role in supporting YRES's human resources operations while assisting in the delivery of educational and community programs. You will help coordinate recruitment, onboarding, employee support, and training efforts, while also working directly with students during camps and programs. This dual role offers the opportunity to contribute to both organizational efficiency and the learning experiences offered to the community.

Key responsibilities are as follows:

- Conduct recruitment activities, including posting job descriptions, screening applications, coordinating interviews, and supporting hiring decisions.
- Assist with onboarding processes by preparing documentation, conducting orientations, and ensuring new hires are set up for success.
- Serve as a point of contact for HR-related inquiries and provide responsive communication to employees and applicants.
- Assist with coordinating employee training, professional development sessions, and the tracking of mandatory certifications.



- Maintain HR records, documentation, and compliance requirements in alignment with company policies and employment standards.
- Collaborate with internal teams by providing HR support to various departments to strengthen operational efficiency.
- Deliver day camps (e.g., March Break Camp, Weekend Camp, and Summer Camp) and other virtual and in-person educational programs across the Greater Toronto Area.
- Work in various sectors of the company! While much of your time will be spent supporting HR and teaching tasks, you will also take on responsibilities related to other fields (e.g., administration or program planning) to support organizational development.

Requirements:

- Dedication and passion for all-round language, STEAM, and sports education; community services; program development and management; and collaborative work.
- Experience in HR administration, recruitment, or related roles is an asset.
- Strong customer service skills and excellent written and verbal communication skills for interacting with applicants and employees.
- Proficiency in using Google Workspace and basic HR tools or tracking systems.
- Creative and innovative thinking, with strong problem-solving and interpersonal skills.
- 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.
- Mobility to commute to locations (e.g., schools and community centers) across the Greater Toronto Area, mainly York Region and Toronto, to deliver programs and attend events.
- A valid Standard First Aid with CPR-C certification and a satisfactory Vulnerable Sector Check are required from successful candidates (not reimbursed). These can be obtained after co-op employment is secured but must be acquired before the first day of work.

Assets:

- Prior knowledge of HR principles and practices, and experience in HR or administration.
- Experience in teaching and/or working with children and adolescents.
- Fluency in more than one language (reading, writing, speaking, and listening abilities).
- Access to a car and a valid G2/G Ontario driver's license.

This is a fully in-person position. Salary ranges from \$18-26/hour, dependent on experience, skills, education, and role.