



Volunteer Manager

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 Volunteer Manager, you will lead the recruitment, coordination, and engagement of volunteers across various community programs. This role is essential in fostering an inclusive and supportive volunteer culture, with a strong emphasis on engaging youth and individuals from underrepresented backgrounds. You will play a hands-on role in organizing schedules, delivering training, and providing ongoing support to ensure volunteers are empowered to contribute meaningfully to the organization's mission and goals.

Key responsibilities are as follows:

- Lead volunteer recruitment, onboarding, and coordination across community programs.
- Support an inclusive and youth-focused volunteer culture, with an emphasis on underrepresented groups.
- Conduct orientations and training sessions to prepare volunteers with essential skills.
- Create and manage weekly volunteer schedules based on program needs.
- Assign roles that align with volunteers' strengths, interests, and availability.
- Provide day-to-day supervision, support, and mentorship to volunteers.
- Deliver constructive feedback and recognize contributions to promote motivation and retention.
- Organize volunteer appreciation and team-building initiatives.



- Gather and assess volunteer feedback to strengthen program effectiveness.
- Foster a positive and supportive environment where volunteers feel valued and empowered.
- 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.

Requirements:

- Previous experience in volunteer coordination, community programs, or team leadership (paid or volunteer).
- Strong communication skills with the ability to lead, mentor, and engage diverse groups of volunteers.
- Problem-solving skills and the ability to remain calm and flexible in fast-paced or dynamic environments.
- Basic administrative skills, including maintaining records, tracking volunteer hours, and preparing reports.
- Knowledge of safety procedures and ability to enforce organizational policies and emergency protocols.
- A passion for community impact, youth engagement, and volunteer development.
- Ability to work 35 to 40-hour work weeks, including evenings and weekends based on assigned shifts.
- Mobility to commute to locations across the Greater Toronto Area, mainly York Region and Toronto, for programs and events.
- A valid Standard First Aid with CPR-C certification and a satisfactory Vulnerable Sector Check are required from successful candidates (not reimbursed). These must be completed before the first day of work.

Assets:

- Familiarity with volunteer management tools or scheduling software.
- Experience facilitating training sessions, workshops, or group activities.
- Experience teaching or working with children and adolescents.
- Fluency in more than one language (reading, writing, speaking, listening).
- 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.