



## **Volunteer Coordinator Assistant (High School Co-op)**

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 Coordinator Assistant, you will support YRES's volunteer operations by assisting in the recruitment, scheduling, supervision, and engagement of volunteers. You will help maintain an organized and effective volunteer program while contributing to the success of our community initiatives and educational programs.

#### *Key responsibilities are as follows:*

- Create promotional materials such as newsletters, flyers, and announcements to share volunteering opportunities with the community.
- Develop, schedule, and assist in leading event-specific training sessions for volunteers.
- Collaborate with external community organizations to enhance volunteer outreach and help build strategic partnerships.
- Revise or design YRES volunteer-related materials (e.g., orientation slides, training guides) using Canva.
- Support the operation of 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 by coordinating volunteer involvement.
- Work in various sectors of the company! While the majority of time will be spent on volunteer-related tasks, candidates may also work on other areas (e.g., business development) to support operational expansion.

**Requirements:**

- Dedication and passion for community impact, education, and youth-focused initiatives, along with a strong interest in marketing and communications.
- Excellent written and verbal communication skills for interacting with team members.
- Ability to work independently and collaborate with multiple stakeholders throughout various projects.
- Proficiency in using Google Workspace and Canva.
- Creative, innovative thinking and strong problem-solving skills.
- Exceptional attention to detail.
- Excellent organizational skills and ability to meet deadlines in a fast-paced environment.

**Assets:**

- Experience in volunteer management, community outreach, or program coordination.
- Experience in team leadership, event planning, or volunteer training.
- Experience working with children, adolescents, or community-focused organizations.
- Fluency in more than one language (reading, writing, speaking, and listening).