

Coordinator, Volunteer Services (Volunteer - 1yr term minimum)

Youth Rising Above (YRA) is an organization dedicated to inspiring, empowering and transforming the lives of the next generation!

Our Mission: An inclusive and supportive space, including a knowledge exchange hub, where young people may access low-barrier opportunities through experiential learning focused on physical and mental health, education, and leadership development, to help overcome barriers caused by poverty.

Our Vision: A country where every young person has opportunities to live enriching and fulfilling lives through accessing innovative and engaging programs and services that are relevant and meaningful, while being inspired to contribute to the well-being and vibrancy of their communities.

Who We're Looking For: YRA wants to ensure our youth receive quality service from dedicated, passionate and intrinsically driven team members, which is why we're first and foremost seeking team members who will embody our values of **loving** youth unconditionally no matter their circumstance; **supporting** youth to achieve personal wellness; **encouraging** youth despite the challenges they encounter; safely **challenging** youth to build resiliency and overall growth; and **transforming** youth to become changemakers in their own communities. If you're looking to support an organization that puts its people first, thereby ensuring our youth receive the best possible care, and if you're driven to lift others up, consider joining our team!

Anticipated Start Date: January 2023

Hours: 3-12 hrs monthly, 1 year contract term, possibility of extension

Location: Remote

Role Description: Reporting to the Executive Director, or their designate, the Volunteer Services Coordinator will be responsible for all aspects of volunteer management within the organization, including providing support for members of the Board of Directors. With the support of other team members, the Volunteer Services Coordinator will lead vacancy management, recruitment, screening, onboarding and record keeping of all volunteers within the organization, including external volunteers supporting youth programs. The Volunteer Services Coordinator will be the lead staff member on the HR Committee led by the Board of Directors, supporting with the strategic direction of all Human Resources matters in the organization. The Volunteer Coordinator will also serve as the lead point of contact with external stakeholders, sharing regular opportunities with those interested in serving in a volunteer capacity.

Responsibilities/Duties

- Manage and forecast all human resources vacancies with the organization, including the management of an organizational staff chart
- Support other organization team members in the posting, recruitment, screening and onboarding of all new team members with the organization
- Manage volunteer databases and all associated record keeping, ensuring application forms and terms of reference documents have been completed
- Ensure appropriate screening forms are regularly completed for all team members, including Police Records Checks (PRCs) and Vulnerable Sector Screenings (VSS)
- Create, enhance and maintain all volunteer management tools, including application forms, onboarding tools, exit documents, training resources, and databases

- Set up quarterly on-boarding events for all new team members to ensure they are informed on organization policies, principles and mission and vision statements
- Develop and support effective performance management processes within the organization with the intent of ensuring YRA stakeholders receive excellence in service from all team members
- Manage the administration of training opportunities for team members including collecting supporting documentation for team member training requests and coordinating reimbursements
- Support with team member recognition and retention initiatives, including project managing team building events, facilitating team awards and more
- Attend 2-hour monthly all- staff meeting and monthly additional meetings as required
- Perform other duties as assigned by the Executive Director or their designate

Qualifications

- **An ability to commit to a minimum 1-year term contract**
- Demonstrated experience/ability in resource coordination or project management
- Strong communication skills, including written and verbal, with excellent command of professional writing practices
- Proven ability to handle multiple tasks with competing priorities, while working well under pressure to meet deadlines
- Strong understanding of marketing and recruitment process that uphold a positive image of YRA to stakeholders while actively seeking compatible team members to join the organization
- Demonstrated ability for record keeping in line with charitable sector practices and associated legislation
- Ability to work with minimal supervision
- The ability to think innovatively while creating solutions for unique challenges
- A desire to further grow Youth Rising Above to be a program of choice for young people, and their communities, across the country
- A commitment and alignment to YRA's mission and vision statement, principles and desire to prioritize the well-being and safety of young people
- An understanding and sensitivity of youth poverty, the charitable/non-profit sector and community development within an anti-oppressive, trauma-informed and healing-centered perspective

YRA welcomes and encourages applications from persons of any gender identity, sexual orientation, persons with disabilities, members of visible minorities and Indigenous candidates. Should any accommodations be required during the application process, candidates are encouraged to contact YRA at info@youthrisingabove.org

Interested applicants can email the Executive Director at jonathanj@youthrisingabove.org with their resume and cover letter. Candidates are encouraged to send their application by January 9, 2023 by 11:59pm. Please quote "Volunteer Services Coordinator" in the subject line. We thank all applicants for their interest; however, only those selected for an interview will be contacted.