



Volunteer Coordinator, Social Services

JOB SUMMARY: Plans, prepares and supervises the CUF volunteer program, assists with the administration of staff matters and assists in presentation of the 2023 Capital Ukrainian Festival.

REPORTING: Reporting to, and working directly under the supervision of the CUF President/Executive Director.

ANTICIPATED DURATION: 8 weeks (full time)

REMUNERATION: \$17.00 hour

RESPONSIBILITIES

- Develops, populates and maintains volunteer spreadsheets.
- Promotes and encourages volunteer participation through various platforms, programs and other communications.
- Plans and delivers volunteer training and education through means such as preparing a hand-out pamphlet, organizing/delivering pre-festival briefing(s), responding to queries, etc.
- Assigns volunteer groupings, tasks and shifts during set-up, the festival, and tear-down.
- Directly and indirectly supervises overall volunteer placement, shift schedules and determines contingency plans for optimal coverage including consideration of the safety, skills and well-being of volunteers. Staff and Participant Administration
- Conducts research on matters related to compliance issues for CUF staff and volunteers.
- Assists With the preparation of various volunteer festival policies and guidelines.
- Contributes to post mortem event reports and analysis.
- Assists with the administration of staff and participants.



Program and Event Support:

- Liaises with Activity Leads and external agencies to ensure support and compliance as required.
- Supports activity partners during set up/take down and during the festival.
- May be tasked with other administrative duties as they arise.

KNOWLEDGE, SKILLS and QUALIFICATIONS REQUIRED:

- Knowledge and understanding of the organization’s purpose, goals, and objectives;
- Excellent written and verbal communication, organizing and problem solving skills;
- Knowledge of Microsoft Office and Excel;
- Educational Background/experience in Human Resources an asset;
- Works well under pressure, Self-motivated, Teamwork, Flexibility;
- Bilingualism an asset

INDUSTRY CONTACTS:

- Festival leads, staff, volunteers, participants, contractors, community, media, and educational institutions

ELIGIBILITY:

- be between 15 and 30 years of age at the beginning of the employment period;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment, and
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations