



Volunteer coordinator

Position: Capital Ukrainian Festival (CUF) Volunteer Co-Ordinator, Social Services (under the Canada Summer Jobs program).

Date/pay: Commencing as soon as possible for a maximum total of 280 hours or until 26 February 2022, whichever comes first at \$14.50 per hour.

Job summary: Under the direction of the Executive Director, working collaboratively with the Organizing Committee, the incumbent will help plan, prepare and supervise the CUF volunteer program, and assist with the administration of human resources administrative matters in the presentation of the 2021 Capital Ukrainian Festival, taking place primarily in a virtual format.

Responsibilities:

- Update and maintain the volunteer spreadsheet, including potential reach out to new volunteers;
- Provide a plan to promote and encourage volunteer participation through various platforms, programs and other communications;
- Plan volunteer training and education through means such as preparing a hand-out pamphlet, responding to queries, etc.;
- Conducts research on matters related to best practices for volunteer engagement and participation;
- Assists with the preparation of various volunteer festival policies and guidelines;
- Contributes to post mortem event reports and analysis;
- Assists with the administration and direction of volunteers and participants;
- Liaise with Activity Leads and external agencies to ensure support and compliance as required;
- Completes other program duties as needed.

Skills and qualifications required:

- Knowledge and understanding of the organization's purpose, goals, and objectives;
- Excellent written and verbal communication skills;
- Excellent organizational and problem-solving skills;
- Knowledge of Microsoft Office and Excel;
- Educational background/experience in human resources an asset;

Program eligibility requirements:

- Between 15 and 30 years of age (inclusive) at the start of employment;



Be a Canadian citizen, permanent resident, or a person to whom refugee status has been conferred for the duration of employment;
Have a valid Social Insurance Number at the start of employment and be entitled to work in Canada in accordance with provincial regulations.

**International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.*

Working conditions:

Because of COVID 19 restrictions CUF Staff are primarily working remotely in 2021. COVID 19 health directives will be followed. Some weekend work may be required.

To apply:

Candidates should submit their CV along with a covering letter stating why they qualify to ocufjobs@gmail.com

Accommodation of persons with disabilities are available on request throughout the application process.