

Youth Volunteer Coordinator & Programs Assistant

Pender Island Community Hall is now accepting applications for a summer student position as Volunteer Coordinator & Programs Assistant. The position is contingent on funding and is open to youth 15 - 30 years old, Canadian citizens, permanent residents, or eligible refugee. The incumbent must have the ability to work flexible hours, including Saturdays and some evenings. This position requires an acceptable criminal record check.

Purpose: The Summer Volunteer Coordinator assists in the development and provision of recreation services through reliable performance and management of the summer volunteer program. In addition, they support and assist with farm programs and activities.

Volunteer Coordinator duties will include:

- Manage the summer youth volunteer program: recruitment, training, placement and evaluation of volunteers
- Develop and implement an effective volunteer training and orientation program
- Provide direction & training to volunteers & youth leadership participants
- Support, train and encourage volunteers

Camp and Farm Programs Assistant duties will include:

- Assist with children’s camps and food program workshops
- Assist with the development and leadership of farm & heritage crafts and activities for all ages
- Carry out additional duties and responsibilities as required
- Organize and lead weekly youth activities with a focus on food literacy, community engagement, social wellness and outdoor education.

Preferred Skills and Experience:

- Experience assisting with the leadership of recreational activities
- Experience working with youth 6 – 18 years of age.
- Strong skills: public speaking, self direction, multitasking, motivating others in a positive manner, organizing and effective time management, computer skills
- Current First Aid/CPR,
- Criminal Records Clearance
- Bronze Cross & Foodsafe (preferred)

Anticipated Start Date: Part time June 1, 2021 (Preferred. 6 – 8 hrs/ wk.)

Full time July 5, 2022

Anticipated End Date: August 27, 2022

Anticipated Full-time Hours: 37.5 hrs per week, plus additional hours as mutually agreed. Schedule will include some evenings, Saturdays and Sundays. Some negotiation is possible regarding start date and weekly hours.

Wage: \$16.25 /hour

Please email a resume and cover letter to: bookings@penderislands.org