

Volunteer Manager

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 Peel Region Educational Services:

Peel Region Educational Services (PRES) is a not-for-profit organization dedicated to providing individuals across the Peel region and beyond with accessible, free, and affordable educational resources. We offer a safe and supportive learning environment designed to inspire, motivate, and empower individuals as they build a strong foundation for personal growth.

About this opportunity:

As a Volunteer Manager at PRES, you will lead the recruitment, coordination, and engagement of volunteers across a variety of community programs. Your role centers on building an inclusive, supportive volunteer culture, with a strong focus on empowering youth and individuals from underrepresented backgrounds. By organizing schedules, delivering training, and offering consistent support, you will ensure volunteers feel valued, prepared, and motivated to contribute meaningfully to PRES's mission.

Key responsibilities are as follows

- Implement recruitment strategies to attract volunteers for various community programs
- Manage onboarding processes, including orientation sessions and introduction to program goals, policies, and expectations
- Facilitate training initiatives that build skills such as leadership, teamwork, and communication
- Create and maintain weekly volunteer schedules aligned with program needs
- Assign volunteer roles based on strengths, interests, and availability
- Provide daily supervision and mentorship to volunteers
- Offer constructive feedback and recognition to maintain motivation and engagement
- Organize team-building events and volunteer appreciation activities
- Maintain accurate volunteer records and ensure compliance with safety and emergency protocols
- Gather feedback to assess program effectiveness and recommend improvements
- Deliver 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

Requirements:

- Experience in volunteer coordination, community engagement, or related fields
- Strong communication, leadership, and interpersonal skills
- Ability to organize schedules and manage multiple responsibilities in fast-paced environments
- Ability to work full-time including weekdays and one weekend day depending on scheduling
- Ability to travel across the Greater Toronto Area including Peel Region and Toronto
- A valid Standard First Aid with CPR-C certification and a clear Vulnerable Sector Check are required prior to start date (not reimbursed).
- Candidates must be between 15-30 years of age, a Canadian citizen/permanent resident/refugee protection status, and have a valid SIN.

Assets:

- Experience working with diverse or underrepresented communities
- Experience in training, mentorship, or community program delivery
- Multilingual abilities in reading, writing, speaking, and listening
- Access to a vehicle and a valid G2/G Ontario driver's license

This is a fully in-person position. Salary ranges from \$18-26/hour, dependent on experience, skills, education, and role.