POSITION TITLE: Youth Engagement Coordinator

PART-TIME CONTRACT

DATE: September 2019 – June 2020

GOAL: To represent the Volunteer Action Centre Waterloo Region and provide leadership for youth engagement and community involvement opportunity development.

Position Requirements:
B.A. or community college diploma or a current student in a human services or communications discipline. This role requires enthusiasm and an ability to inspire and respond to youth with perspective and creativity while also providing boundaries. Knowledge of or experience in volunteer management; ability to learn quickly and work independently; knowledge of office computer programs; excellent communication, interpersonal and organizational skills; team worker. Experience working with youth is an asset. Having a car is an asset but not required

RESPONSIBILITIES include but are not limited to:
For the program year 2019-20 the Youth Engagement Coordinator role will focus predominantly on program development and delivery for high school aged youth.

1. Youth Engagement
   - Develop and deliver a communication plan to engage youth in volunteer opportunities in our community and provide consultation on youth engagement
   - Lead Volunteer Action Centre’s Youth Program – including Volunteer Action Team(s), and related promotions for high schools in Waterloo Region
   - Explore options for and provide supports to teachers and parent councils re: youth engagement, including the delivery of presentations on volunteerism

2. Work collaboratively with Volunteer Action Centre staff as a supportive member of the team while developing a stronger relationship with our local schools and school boards.

HOURS: 15 – 17 hours per week. Hours are negotiable to accommodate post-secondary course schedules but will need to accommodate a Youth Action Team in KW and Cambridge as well as some school presentations.

SALARY: $17.00 - $18.00 per hour

APPLY: By August 23, 2019 to: Jane Hennig
Volunteer Action Centre
#500, 151 Frederick Street
Kitchener ON N2H 2M2
jane@volunteerwr.ca No phone calls please.