

Toastmasters Club Coordinator

Are you looking to improve your public speaking skills, leadership skills, and create a positive and educational community for a non-profit organization? Then joining the U+ Gavel Club as a Gavel Club Coordinator is the position for you!

About U+ Toastmasters (Gavel Club)

Toastmasters is a not-for-profit, worldwide public speaking organization that helps people be the best speakers they can be. Gavel Club is a branch of Toastmasters that allows speakers from ages 18 and under to join, to make it a more comfortable and connecting experience for kids. Through prepared speeches, impromptu speaking, and encouraging evaluations, Toastmasters is the place to not only improve yourself, but to also help others become incredible speakers and leaders. Meetings typically have 20 people, as well as 11 different roles to take, so there is something for everybody. In addition, if someone does not have a role, they are still able to speak at various opportunities throughout the meeting. All meetings occur on Sundays from 6:30pm-7:30pm EST. All meetings are online.

About this opportunity:

As a Toastmasters Club Coordinator, you will be responsible for:

- Creating/running smooth, efficient and engaging meetings for the Gavel Club
- Conducting outreach to different schools and libraries to gain as many new members as possible to expand our community
- Working in various sectors of the company! Majority of time will be spent on Toastmasters development, however candidates are expected to take on tasks related to other fields (business development, teaching, curriculum development etc.) to make up the rest of their hours.

We are looking for someone who is not only comfortable, but enjoys speaking to groups and running meetings with kids, as well as being organized in their work to bring the best possible results.

A great candidate for this position will possess the following:

- Great public speaking skills
- Engaging and fun, especially with kids
- Organized with large documents
- Excellent at professional written communication
- Quick learner and self-motivated

This is a flexible position where you have the option of working in our Markham office, hybrid, or working entirely remotely.