

Volunteer Manager

Are you passionate about education? Join a team that leverages technology to transform how students learn new languages and explore their interests in STEAM. There's no better place to make a meaningful impact—be part of U+ today!

About U+:

U+ is a global, innovation-driven educational technology company dedicated to the long-term success of our students. We offer students worldwide an interactive, language immersion experience. Beyond language programs, U+ has expanded its offerings to include STEAM programs, which encompass coding and various camp programs, and public speaking programs. With this expansion, we are eager to collaborate with talents from various disciplines to foster growth and development within the U+.

About this opportunity:

As a Volunteer Manager at U+, you will lead the recruitment, coordination, and engagement of volunteers. This role is essential in building a dedicated team of volunteers who support our various programs. Your leadership will help volunteers develop skills, build confidence, and contribute meaningfully to the success of U+ initiatives.

Key responsibilities are as follows:

- Develop and implement recruitment strategies to attract volunteers for various U+ programs.
- Manage the onboarding process, including interviews, orientation sessions, and policy reviews.
- Plan and facilitate volunteer training sessions that support skill development and role readiness.
- Create and maintain weekly volunteer schedules to ensure adequate coverage for program needs.
- Assign volunteer roles based on strengths, interests, and availability.
- Supervise volunteers during daily activities, providing mentorship, guidance, and constructive feedback.
- Promote an inclusive and supportive volunteer environment that reflects U+ values.
- Organize volunteer appreciation events, team-building activities, and recognition initiatives.
- Maintain accurate volunteer records, attendance logs, and performance notes.

- 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:

- Strong leadership and interpersonal skills with the ability to motivate and mentor volunteers.
- Experience in volunteer management, program coordination, or related fields (asset).
- Excellent communication skills and the ability to build relationships with diverse groups.
- Strong organizational skills and the ability to manage multiple schedules and tasks.
- Proficiency with digital tools such as Google Workspace; scheduling or CRM platforms are an asset.
- Ability to create inclusive, welcoming environments that support youth and diverse volunteers.
- Strong problem-solving abilities and a high level of professionalism.
- Availability to work flexible hours, including evenings and weekends when programs require.
- 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 coordinating volunteers, community programs, or youth engagement initiatives.
- Background in training, leadership development, or human resources.
- Fluency in multiple languages (reading, writing, speaking, and listening).
- Access to a vehicle and a valid Ontario driver's license.

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