



Human Resource Coordinator

Full-Time, 8-week, Canada Summer Job Contract Position

Locations: Scarborough, Markham, Richmond Hill, Aurora

About U+ Community:

U+ Community is a global, innovation-driven educational organization dedicated to the long-term success of children and youth. We provide interactive, immersive learning experiences through language programs, STEAM initiatives, coding, public speaking training, and youth development camps. Our work focuses on fostering meaningful learning, personal growth, leadership development, and community impact. As we continue to expand, we collaborate with talented individuals across diverse disciplines to support the development of confident, capable young leaders.

Job Description:

Join our energetic and passionate team and be the spark that supports meaningful learning, growth, and community impact. At U+ Community, our culture is built on collaboration, innovation, and a commitment to empowering young people. We strive to create an environment where staff feel supported, valued, and motivated to make a meaningful difference. Our programs serve diverse communities and offer opportunities for youth to explore leadership, public speaking, STEAM, recreation, and personal development.

As a Human Resources Coordinator, you will play a vital role in supporting the smooth, people-centered operation of the HR department. Acting as a bridge between employees and leadership, you will help cultivate a workplace culture grounded in trust, communication, and collaboration while ensuring HR processes run efficiently and professionally.

A major component of your role involves recruitment and onboarding. You will assist with drafting and posting job descriptions, screening applications, coordinating interviews, and supporting hiring managers throughout the selection process. You will help build a diverse talent pipeline and coordinate seamless onboarding experiences to ensure new hires feel welcomed, informed, and prepared for success.

You will support employee relations by serving as the first point of contact for HR-related inquiries. In this capacity, you will provide guidance, help resolve workplace concerns, and facilitate open communication between employees and management. Your efforts will contribute to a respectful, inclusive, and supportive work environment where employees feel heard and valued.

You will also assist with training and development initiatives, including organizing workshops, tracking mandatory certifications, and supporting performance evaluation processes. By helping employees access learning opportunities and professional growth resources, you will strengthen both individual capability and overall organizational performance.



A key responsibility of this role includes HR compliance and policy administration. You will help maintain accurate employee records, update HR policies and procedures, and ensure alignment with employment legislation and internal standards. You will also contribute to workplace health and safety initiatives, reinforcing U+ Community's commitment to employee well-being and regulatory compliance.

Through these combined efforts, you will help uphold the integrity, efficiency, and people-focused mission of the HR department while gaining valuable experience across multiple HR functions.

Requirements and Skills Qualifications:

- Enthusiasm, creativity, and a genuine passion for youth development
- Ability to work weekends and summer program schedules
- Must be 15–30 years old, a Canadian citizen/permanent resident/refugee status, with a valid SIN
- Valid Standard First Aid with CPR-C certification (not reimbursed)
- Clear Vulnerable Sector Check prior to start date (not reimbursed)

Assets (nice-to-have):

- Experience in STEM programming, arts instruction, sports leadership, or outdoor education
- Background in youth mentorship, coaching, or community engagement
- Experience facilitating public speaking, debate, or presentation-based activities
- Knowledge of youth leadership development frameworks or leadership-focused programming
- Knowledge of inclusive practices supporting diversity and accessibility
- Fluency in multiple languages
- Access to a vehicle and a valid Ontario G2/G driver's license

Position and Application Details:

Sector: Human Resources, Education & Community

Duration: July 5, 2027 – August 27, 2027 | 8 weeks | 35 hours/week | Total 280 hours

Work Format: Fully in-person

Locations: Scarborough, Markham, Richmond Hill, Aurora

Hiring Rate: \$17.95 – \$26 CAD/hour, depending on the level of experience

Travel Required: Occasional

Mandatory Staff Training: In-person and online sessions starting at the end of May 2027

Application Deadline: May 15, 2027

Applications are reviewed on a rolling basis. Early application is strongly encouraged, as the posting may close once the positions are filled.