



Volunteer 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 the U+ Community Team!

Join our energetic and passionate team of youth-focused educators 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 Volunteer Coordinator, you will lead the recruitment, coordination, and engagement of volunteers across a wide range of community programs. This role is essential in fostering an inclusive, supportive, and mission-driven volunteer culture, with a strong focus on engaging youth and individuals from underrepresented backgrounds. You will help build a motivated volunteer team that feels empowered, valued, and equipped to contribute meaningfully to U+ Community's goals.

A major component of your role involves volunteer recruitment and onboarding. You will implement recruitment strategies, draft and post volunteer role descriptions, screen applicants, and coordinate interviews. You will deliver orientation sessions that introduce program policies, expectations, and organizational values, while supporting training initiatives that build essential skills such as teamwork, communication, leadership, and cultural awareness.

Scheduling and coordination will form a central part of your responsibilities. You will develop and manage weekly volunteer schedules that align with program needs, ensuring all activities are adequately staffed. By assigning roles based on individual strengths, interests, and availability, you will create a flexible and efficient volunteer structure that enhances program quality and participant experience.



You will oversee day-to-day volunteer supervision, offering guidance, constructive feedback, and ongoing support. You will cultivate a welcoming environment that encourages collaboration, inclusivity, and long-term engagement. Recognizing volunteer contributions through appreciation events, recognition initiatives, and regular check-ins will be key to maintaining morale and strengthening volunteer retention.

You will also support administrative and safety responsibilities, including maintaining accurate volunteer records, ensuring compliance with safety protocols, and assisting with emergency preparedness training. By collecting volunteer feedback and contributing to program evaluation, you will help identify opportunities for improvement and support the continuous growth of community initiatives.

Through your leadership, organization, and commitment to inclusion, you will help build a strong, well-supported volunteer team dedicated to creating meaningful and lasting community impact within U+ Community.

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: Volunteer Management, 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.