


## CANADA YOUTH JOBS POSITION POSTING

<b>POSITION:</b>	Volunteer Project Assistant – Richmond Hill
<b>NUMBER OF POSITIONS:</b>	1 Position (May-August, 16 weeks)
<b>POSITION REPORTS TO:</b>	Direct Services Manager, Shelter and Risk Management
<b>HOURS OF WORK:</b>	Five days per week
<b>STARTING DATE:</b>	May 6, 2024
<b>AGE:</b>	15-30 years of age as per Canada Job Requirements
<b>WORK SITE:</b>	Onsite

### About Yellow Brick House:

Yellow Brick House is a non-profit charitable organization dedicated to providing services to women and children who have experienced violence and abuse. Yellow Brick House provides emergency shelter, transitional housing, and supportive counselling to abused women and their children in York Region. Services are provided within a supportive environment that facilitates empowerment to help women and their children rebuild their lives.

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52 West Beaver Creek Rd., Unit 4, Richmond Hill, ON L4B 1L9  
Crisis & Support Line (phone or text): **1-800-263-3247**  
Administration: **905-709-0900** • Toll Free: **1-800-263-2231**  
Charitable Registration Number: **11910 5187 RR0001**  
[www.yellowbrickhouse.org](http://www.yellowbrickhouse.org)     @yellowbrckhouse

## SUMMARY OF POSITION:

The Volunteer Program Assistant will aid the Volunteer Coordinator in activities such as program development, recruitment, training, recognition, and volunteer feedback. This position will support the volunteer life cycle at Yellow Brick House ensuring our volunteers have an overall engaging experience while the needs of the organization are being met.

## RESPONSIBILITIES:

- Provide assistance to the Volunteer Coordinator in all aspects.
- Participate in program development activities, including volunteer recruitment, conducting training sessions, recognizing volunteers for their contributions, and gathering feedback from volunteers.
- Uphold the organization's values in all volunteer program activities.
- Ensure the comfort and satisfaction of volunteers in various positions.
- Administrative assistance as per Supervisor.
- Warehouse duties as per needed.
- Shelter support tasks.
- Event participation and assistance.
- Other duties as required.

## QUALIFICATIONS:

- Must be able to satisfy requirements for the Canada Summer Jobs Program.
- Enrolled in Volunteer Management program or relevant.
- Proficiency in Microsoft Office Suite and other relevant software applications.
- A police reference check is required by the successful candidate prior to hiring.
- All staff are required to be fully vaccinated and provide copy of the vaccination upon hire.
- Some travel required to office and shelters, must have adequate transportation to travel to various locations as required.
- Additional languages considered an asset.

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## COMPETENCIES:


- Interpersonal Skills
- Demonstrated written and communication skills.
- Exceptional Time Management skills
- Deadline Attainment
- Multitasking
- Work individually and within a team structure.
- Working knowledge of application of Anti-Opressive and Feminist
- Familiarity with recruitment and training processes.

## HOW TO APPLY:

Please submit a resume and cover letter outlining your qualifications and relevant experience to: [jobs@yellowbrickhouse.org](mailto:jobs@yellowbrickhouse.org)

Yellow Brick House is an equal opportunity employer, and we will accommodate your needs under the Ontario Human Rights Code. Upon individual request, hiring processes will be modified to remove barriers to accommodate those with disabilities. Should any applicant require accommodation through the application, interview, or selection processes, please contact the Human Resources Department for assistance.

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