



Volunteer Coordinator Assistant
Contract, Full-time, Temporary summer youth position (Onsite)
This role is filling an existing vacancy

ABOUT YELLOW BRICK HOUSE:

Yellow Brick House is a leading provider of life-saving services to women, families and children who have experienced violence and abuse. We offer emergency shelter, individual, group and child counselling, legal support services, and transitional housing support.

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 offices and shelters, must have adequate transportation to travel to various locations as required.
- Additional languages are considered an asset.

COMPETENCIES:

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

Compensation: The compensation for the position is \$19.00

Hours of Work: Monday to Friday, 9am-4:30pm, Onsite.

Contract Dates: May 4th – August 21st, 2026

How to Apply: Please send your résumé and cover letter to jobs@yellowbrickhouse.org

Accommodation

Yellow Brick House is an equal opportunity employer dedicated to recruiting and retaining a qualified workforce and is committed to hiring practices that are fair and equitable. The company and its hiring managers always seek to hire the most qualified candidate for a position. A protected characteristic under the *Human Rights Code* is never used against a person during the hiring process.

Use of Artificial Intelligence and Automated Tools

Yellow Brick House values fairness and transparency in our hiring process. We may use automated or AI-supported tools to assist with application screening; however, all final hiring decisions are made by a human reviewer. Applicant information is handled with care and in accordance with privacy requirements