

“Let’s Talk” Spring Break Volunteer Support

POSITION REPORTS TO:	Volunteer Coordinator; Child Witness Program Coordinator
TYPE:	Part-Time Volunteer, In-Person
DATES OF WORK:	Monday March 16 to Friday March 20, 2026
SHIFT DURATION:	9:00AM -1:30pm
LOCATION:	Richmond Hill Office
PURPOSE OF POSITION:	To provide support to the Child Witness Coordinator during the Let’s Talk
OTHER:	A police Vulnerable Sector Screening is required by the successful candidate prior to volunteering.
POSTING DATE:	March 5, 2026
CLOSING DATE:	March 16, 2026

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, counselling and supportive services to abused women and their children in York Region. Services are provided within a confidential environment that facilitates empowerment to help women and their children to rebuild their lives.

Summary of Position:

Under the supervision of the Volunteer Coordinator and Child Witness Coordinator, the Volunteer Summer Programming Support will assist with the delivery of child-focused programming during a one-week summer session. The volunteer will be responsible for working with the Child Witness Coordinator to ensure all participants are safe, engaged, and supported throughout the day. Responsibilities include assisting with the setup and cleanup of program materials, helping children with crafts and activities, preparing and distributing lunch, and escorting children to and from the washroom as needed. The volunteer may also be asked to support with similar tasks as designated by the Child

Witness Coordinator. This role requires a commitment to serving Yellow Brick House clients and upholding the organization's mission and values. It is well-suited for someone with strong verbal communication and interpersonal skills, who enjoys working with children in a supportive, team-oriented environment.

Responsibilities:

1. Assisting the coordinator with setup and cleanup of the program space
2. Supporting clients during crafts and activities
3. Preparing and distributing lunch
4. Escorting children to and from the washroom during programming
5. Supporting with similar tasks as designated by the Child Witness Coordinator

Requirements:

1. Excellent verbal communication skills.
2. Decision-making ability and ability to multitask.
3. Knowledge of working with multicultural communities and women's rights issues.
4. Excellent interpersonal skills, honest communication, positive attitude and ability to carry a professional tone.
5. A "clear" police vulnerable sector screening is required. (VSC)

Orientation/Training:

1. General orientation conducted by Volunteer Department
2. Childcare orientation conducted by supervising staff

Benefits and skills learned from volunteering:

1. Effective communication and conflict resolution
2. Supporting and learning more about children's programming services
3. Mission, Vision and Values of Yellow Brick House
4. Knowledge of working with multicultural organization and gendered based violence issues

Please submit resume / subject line "the volunteer position title" that interests you to volunteering@yellowbrickhouse.org