



THE COMPASS

Help for Today ♥ Hope for Tomorrow

Volunteer Management Assistant - 2025 Canada Summer Jobs

Candidate:

- Youth, between age of 18 and 30
- Possibly enrolled in a college or university, ideally focussed on management, human resources or business administration.

Position:

- Work for 16 weeks, between May 12 and August 29, 2025, 35 hours per week.
- Must be willing to work some evenings and occasional weekend events.
- Orientation will be 4-7 pm, on May 5th 2025.
- Remuneration will be \$19.20 per hour.

Duties:

- Assist with various tasks related to volunteer management including scheduling, training, and communications for our 400+ volunteers.
- Assist with training package creation and updates.
- Be part of food bank operations as needed, including roles like greeting clients, receiving food deliveries, stocking shelves, and packing orders.
- Assist in office operations, including answering telephones, processing client food bank orders, dealing with email inquiries.
- Assist Program volunteers in program leadership, including Men's Group, Women's Group and summer weekly BBQ's on Thursday evenings.
- Spend time in the Community Room throughout the week to get to know clients, and offer assistance as required.

Qualifications:

- Must be accepting and empathetic at all times, working with vulnerable clients.
- Should enjoy personal interaction with clients, volunteers and staff.
- Should have excellent computer skills and good telephone skills.
- Knowledge of mental health challenges would be an asset.
- Ability to carry and lift inventory
- Standard First Aid and safe food handlers certification would be beneficial.
- Police check is required before starting.

Supervisors:

- Sheryl Darlington, Volunteer Manager
- Suesie Love, Admin Assistant