



Job Posting: Program & Volunteer Coordinator

Start date: August 8, 2022

Status: Full-time contract covering a leave (approx. 18 months, based on current return date of incumbent)

Location: Remote workplace, must reside in Ontario

Future Possibilities for Kids (FPK) coaches children to believe in themselves and lead community change. We provide leadership and life skills programming to young leaders to give them the tools to achieve meaningful community service projects.

We are looking for a Program & Volunteer Coordinator to cover an 18 month leave and support the FPK Staff Team by leading the volunteer community and contributing to the creation of an engaging, inclusive, and fun virtual environment.

What's in it for you?

- People-first culture and workplace with employees rating FPK a 5 out of 5 as a great place to work on our annual anonymous survey in 2022
- Working within an organization that values your input and is supportive of your growth and development
- Getting inspired regularly by children, volunteers, and community partners
- Being surrounded by team members who are open, helpful, and highly passionate
- Starting salary of \$47,500 with annual cost of living increase
- Comprehensive benefits package (drugs, health, dental) and a flexible health spending account which both start with employment
- Paid time off including 4 weeks paid vacation, lieu time for additional hours worked, well-being/sick days, and religious holidays
- Remote-first and highly flexible work environment with office option available
- Laptop, additional monitor, equipment needed to work at home effectively, and remote work allowance are provided

Role overview

Reporting to the Program & Operations Manager (POM), the Program & Volunteer Coordinator will lead the outreach, recruitment, screening, and selection of KidCoach Volunteers, General Volunteers, and contract staff within all programs (Ready, Set, Goal!, Ready, Set, Connect! and/or Camp Contribution). With an emphasis on quality programming and sustainability, this position will support the design, development, and implementation of activities in order to achieve program objectives and results. The Program & Volunteer Coordinator will also support the monitoring and evaluation of programs, support corporate partnerships, and stage community engagement activities.

Responsibilities:

Model, demonstrate and uphold FPK's culture in our daily work in the following ways

- Be 'coachable' and show an interest in personal development, learning, and growth by embracing your 'stretch zone'
- Provide ongoing encouragement, support, and training for other team members to achieve shared success
- Practice Possibility Thinking where ideas are allowed to breathe without judgment
- Continually seek opportunities to gather feedback from others and actively use this feedback to make positive changes to ourselves, our programs, and our organization
- Maintain a work environment which is warm, welcoming, where everyone feels valued and respected, and which models and reflects FPK's Anti-Oppression Framework

Volunteer Recruitment & Onboarding

Working alongside staff and volunteers, the Program & Volunteer Coordinator will:

- Lead outreach, recruitment, screening, and onboarding of KidCoaches and General Volunteers
- Assist the Program & Operations Manager in developing and implementing recruitment strategies
- Actively seek out opportunities for volunteer engagement and recruitment within FPK
- Manage volunteer@fpcanada.org email account to coordinate registration and support volunteer engagement. Lead initial communications until assigned to other staff members
- Maintain current volunteer postings on FPK's website as well as other volunteering platforms (ie. Volunteer Toronto, Colleges/Universities, Corporate Volunteer Networks, etc.)

- Support the Program & Operations Manager in providing educational, developmental, and meaningful opportunities for placement students
- Connect the program community to fundraising opportunities such as the Annual Campaign, and Scotiabank Marathon.
- Coordinate all assigned volunteer initiatives so that all programs are delivered on time and within budget
- Assist with special initiatives, research projects, and special program-related projects, as assigned by Management, working in collaboration with staff and volunteers

Program Support & Delivery

- Support the design, development, and implementation of Ready, Set, Goal! (RSG!), Ready, Set, Connect! (RSC!) and/or Camp Contribution (CC) Programs
- Support the Program Development Manager with annual updates, and publication of documents with a focus on quality, growth-mindset, and Kid-led initiatives
- Track and monitor program progress, coordinate quality assurance activities and prepare reports as required by the POM/Management
- Contribute to the development and achievement of FPK's Strategic Plan, program budgets, and priorities
- Proactively identify risks and issues and report them to the POM/Management
- Lead/support special program-related projects as assigned by the POM/Management, working in collaboration with staff and volunteers

Ready, Set, Goal! Program

- Establish and maintain accurate records for all program participants (KidCoaches, General Volunteers, etc.)
- Provide ongoing communication with Staff, KidCoaches, General Volunteers pertaining to program development and delivery as required
- Provide ongoing support to KidCoaches beyond the scope of the Crew Captain Volunteers
- Provide input on the development and delivery of the Ready, Set, Goal! curriculum
- Support the Program Development Manager and Program & Community Outreach Coordinator with the planning/coordination of logistics for delivery of virtual or in-person Activity Days
- Support design, development, and delivery of KidCoach Training Sessions
- Support matching of Kids and KidCoaches into Crews
- Assist POM in design and implementation of POP!Fest Event

Ready, Set, Connect! and/or Camp Contribution Programs

- Coordinate and lead (with support from the Program Development Manager) the recruitment, screening, selection, and onboarding of Contract Staff (including Director, Administrator, Leaders) and Volunteers, so that programs are delivered on time and within budget
- Support Program Development Manager in the development and delivery of the virtual Ready, Set, Connect! and/or in-person Camp Contribution curriculum
- Provide ongoing support to RSC!/CC Staff/Volunteers beyond the scope of the RSC!/CC Director

Support Organizational Initiatives

- Provide input and support to other team members in areas of volunteer recruitment, curriculum development, school/community partnerships, monitoring and evaluation, and partnership development
- Generate awareness about FPK by assisting in the development of partnerships to contribute to programming
- Provide opportunities to capture content to use for marketing & communications
- Coordinate with staff to ensure FPK voice and brand message is consistent, visible, and communicated regularly
- Support a culture of philanthropy within the organization by promoting opportunities for engagement through donations, campaigns and volunteerism

This role may require other duties to be performed which are not outlined above.

Skills required:

- Solid understanding of values-based, volunteer driven, not-for-profit organizations
- Strong interpersonal, motivational, presentation, networking and communication skills (oral and written)
- Advanced ability to implement virtual programming
- Experience working with community-based programs

- Experience using Microsoft Office (Word, Excel, PowerPoint, Publisher, Outlook), Microsoft Teams, Zoom, the internet and other databases (ie. Canva)
- Experience using Salesforce or a comparable CRM system is an asset
- Advanced ability to plan, deliver, and evaluate programs and activities within deadline/resource parameters
- Enthusiastic, fun-generating, proactive, and self-motivated
- Resourceful, creative; a Possibility Thinker
- Concrete problem solving and decision-making skills
- Strong organizational abilities and ability to adapt to change
- Ability to work collaboratively and remotely with staff and volunteers
- Ability to prioritize and multi-task at an intermediate level with strong attention to detail
- Demonstrated knowledge, understanding, and appreciation of anti-oppression and equity frameworks and content, and a willingness to continue learning

Qualifications, knowledge, experience:

- Experience and/or education related to social services or volunteer management is an asset
- Experience with program planning, implementation, and monitoring
- Experience working in a non-profit environment supporting children and youth are an asset
- Experience in working with diverse people and communities
- Knowledge of and/or experience with coaching philosophies and/or willingness to learn
- Experience leading volunteers and/or managing volunteer engagement
- Experience working with children and youth
- Experience leading and facilitating virtual sessions (ie. training and activities)

Job requirements:

- Legally authorized to work in Canada
- Average 37.5 hour work-week
- Reside in Ontario with ability to travel to the GTA for very occasional in-person events/meetings (significant notice and coverage for travel expenses will be provided)
- Upon offer of employment, candidate will need to obtain a background check (paid for by FPK)

How to apply:

Submit your resume and brief cover letter in confidence to info@fpcanada.org by **July 15, 2022 at 7:00pm EST**. Applications will not be considered beyond this deadline. **Please reference "Job Application - Program & Volunteer Coordinator" in your subject line to ensure your application is reviewed.**

Hiring process:

1. Applications received until July 15, 2022 at 7:00pm EST
2. Selected candidates will be asked to participate in introductory calls
3. Selected candidates will be invited to a virtual interview with FPK staff members
4. Reference checks, background check
5. Projected start date is August 8, 2022

Only candidates whose applications have been selected to move forward in the process will be contacted.

At Future Possibilities for Kids, we value each person as a whole and their unique contribution. This includes your education, lived experience, race, colour, culture, ethnicity, language and linguistic origin, ability, socio-economic class, age (children, youth, seniors), ancestry, nationality, place of birth, religion or faith or other forms of conscientiously held beliefs, sex, gender (including gender identity and expression), sexuality (including sexual orientation), family status (including marital status), and residency/migratory status in Canada. Your identity will add to and enhance your contributions to this work, and our team.

If there is any accommodation that would be helpful during this application process, or have any questions or feedback about this process, please contact Rebecca Hendel (rebecca@fpcanada.org).

We thank all applicants for your interest in Future Possibilities for Kids and for the time you took to read this posting as well as in applying to the role.