



## **Volunteer Manager**

### **Job details**

- Location: Montreal, QC
- Salary: 20.00 hourly / 35 hours per week
- Languages: English, French, and Arabic
- Terms of employment: Seasonal employment Full time
- Start date: Starts as **soon as April 28<sup>th</sup>, 2025**
- Vacancies: 1 vacancy

### **Job Responsibilities :**

#### **1- Recruitment and Onboarding:**

- a. Develop and implement volunteer recruitment strategies.
- b. Create engaging volunteer opportunities and roles.
- c. Conduct interviews and orientation sessions for new volunteers.

#### **2- Training and Development:**

- a. Design and deliver training programs for volunteers.
- b. Provide ongoing support, guidance, and mentorship.
- c. Facilitate workshops or seminars to enhance volunteer skills.

#### **3- Communication and Engagement:**

- a. Maintain regular communication channels with volunteers.
- b. Organize volunteer meetings, events, or appreciation programs.
- c. Foster a positive volunteer community and encourage engagement.

#### **4- Administration and Documentation:**

- a. Maintain accurate volunteer records, databases, and documentation.
- b. Manage volunteer schedules, time tracking, and logistical arrangements.
- c. Handle administrative tasks such as background checks or paperwork.

### **Who can apply to this job?**

The Government of Canada funded this job through the Canada Summer Jobs program. [Learn more about the program.](#)

To apply for this job, you must:

- Be aged between 18 and 30 years old on the start date of the job;
- Have a valid Social Insurance Number (SIN)
- Be a Canadian citizen, a permanent resident of Canada, or a person who has been granted refugee status in Canada.

**Notes : International students and other temporary residents of Canada are not eligible.**