



## Employment Opportunity

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### **Volunteer Coordinator Assistant**

Central Administration  
Part-time, Short-term contract

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*North York Seniors Centre* provides programs and services to promote the physical, emotional and social well-being of adults 55+ living in our diverse community.

This position reports to the Human Resources Coordinator.

#### **Responsibilities:**

- Provide administrative support to the Human Resources/Volunteer department, including word processing, filing documents and files, photocopying, and other general clerical duties
- Assist in the execution and evaluation of programs that support a safe work environment and practices for staff and volunteers
- Research and assist in development of online training opportunities for staff and volunteers
- Assist in the development of the Volunteer Handbook
- Assist with the preparation and implementation of a volunteer engagement strategy including recruitment, on-boarding, training and evaluation
- Assist in maintaining current volunteer files
- Participate in continuous quality improvement processes and assist the Human Resource department with research and development of best practices
- Promote and maintain a high standard of customer service that is client focused

#### **Qualifications/ Skills:**

**Education:** Applicable degree/diploma in volunteer management and/or human resources  
**Experience:** Volunteer Management, Human Resources, Administration  
**Other:** Excellent computer skills, Organized, Detailed-oriented, Fluent in English, other language an asset  
Compliant to NYSC's Vaccination Policy

#### **Please submit your resume by December 30, 2021 to:**

**Mail:** North York Seniors Centre, Attn: Human Resources Department  
21 Hendon Avenue, Toronto, ON M2M 4G8  
**Fax:** 416 733.1858  
**E Mail:** [hiring@nyseniors.org](mailto:hiring@nyseniors.org)

#### **No phone calls, please.**

North York Seniors Centre is an equal opportunity employer. Thank you to all who express interest in this position. Only those candidates selected for an interview will be contacted.

North York Seniors Centre is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). Applicants need to make their request for accommodation known when contacted.