

Volunteer Assistant

Canada Summer Jobs funded position

8 week contract

2 positions are available

Start Date: May 18, 2026 End Date: Jul 10, 2026

Start Date: Jul 6, 2026 End Date: Aug 28 2026

**Hourly wage \$17.60, + Vacation payment
35 hours per week**

Can be remote

English level: Minimum a level 4 CLB or intermediate

Version #1

Overview

The Volunteer Assistant will help coordinate newcomer support activities and volunteer involvement. The youth will assist with basic client information gathering, updating support records, helping volunteers understand assigned tasks, organizing newcomer resource materials, and supporting communications across Waterloo Region

They will help build and manage volunteer teams, ensure tasks are documented, support community connections, and strengthen local capacity for housing-related supports.

They will not coordinate transportation, make deliveries, perform counselling, or make independent case decisions.

No fundraising or solicitation activities. The immediate supervisor for this role is the Employment Coordinator

Tasks & Responsibilities

- Assist with basic intake tasks such as gathering background information from newcomers and updating support files.
- Coordinate volunteers by preparing task lists, following up on completion, and ensuring accurate documentation.

- Maintain support spreadsheets, volunteer rosters, and client communication logs.
- Help prepare resource materials for newcomers (housing info, program lists, community connections, etc.).
- Support communication between the coordinator, volunteers, and clients.
- Assist with organizing small community meetups, information sessions, and newcomer welcome activities.
- Track support requests and follow-ups for staff review (youth do not decide what supports are approved).
- Assist with documenting community resources, local service providers, and partnership contacts.
- Support reporting and documentation
- Strengthen community engagement around housing, employment, and settlement-style supports.
- Assist in organizing employment-related events, job fairs, employer presentations, and partner info sessions. Examples of future events include a job fair

Not Included:

- No transportation coordination or delivery tasks
- No counselling or case planning
- No legal/immigration assistance
- No fundraising or donor outreach

Skills Development Plan

The youth will develop the following skills:

Skill Area	Development Activities
Digital Skills	Updating program spreadsheets, maintaining volunteer tracking systems, using Google Workspace and communication tools.
Problem-Solving	Identifying missing information, flagging issues to staff, and improving volunteer workflows.
Adaptability	Supporting diverse community needs and responding to evolving program demands.

Skill Area	Development Activities
Communication	Interacting with volunteers, newcomers, and staff; preparing written instructions.
Collaboration	Supporting volunteer teams and working alongside the Coordinator.
Technical Skills	Managing volunteer spreadsheets, data organization, using Google Workspace, CRM-style systems, client management software and volunteer communication platforms (Whatsapp) structured documentation, file organization, and digital record management.
Creativity & Innovation	Improving onboarding materials, preparing resource guides, and developing community-engagement tools.

Mentor Provides:

- Skills development in community support and volunteer engagement
- Career training in nonprofit operations
- Access to learning resources
- Support in developing communication and leadership skills

Eligibility Requirements

In order to be eligible, participants must:

- Be between 15-30 years of age, at the start of the funded position.
- Be a Canadian Citizen, permanent resident, or someone to whom Refugee Status has been granted/conferred.
- Have a valid SIN
- International students, and those who are here in Canada on a work, youth, or visitor visa/permit are not eligible for the program.

**This job description pay change. Please reference the job description version code when applying.*

Apply even if you do not believe you have all of the qualifications. We prioritize people who want to make a difference, are dedicated, hardworking, and show an ability to learn.