

Job Posting

CANADA SUMMER JOBS

Volunteer Coordinator

This position is funded by the Canada Summer Jobs plan for youth, and the applicant must meet the following criteria:

- a) is between 19 and 30 years of age (inclusive at the start of employment);
- b) is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and
- c) is legally entitled to work according to the relevant provincial/territorial legislation and regulations.

We welcome applications from youth facing barriers to employment, such as indigenous youth, racialized youth, black youth, youth with disabilities, and 2SLGBTQI+ youth.

Details of the Position:

Compensation:	\$23.00 per hour
Hours of Work:	35 hours per week
Shifts:	Monday to Friday, days
Duration of Position:	8 weeks
Start Date:	To be determined, preferably starting June 29 to August 21, 2026 (8 weeks)
Positions Available:	1 X Canada Summer Jobs – Volunteer Coordinator

Job Purpose

Our Place Society (OPS) is an organization founded on inclusive and progressive Christian values and principles. We are driven by our values: hope and belonging, teamwork, unconditional love, and safety. We work as a team to create a nurturing atmosphere of home and family, where all are welcome. **A team approach is critical to living out our mission and values and directing our work.**

Position	1 x Canada Summer Jobs - Volunteer Coordinator
<i>Job Summary</i>	<p>The Volunteer Coordinator position will help assess, support and create recommendations to improve operational volunteer services at Our Place. This position will be actively engaged in volunteer scheduling, explore and help implement virtual orientation and training opportunities, and support the day-to-day operations and administration of the volunteer service team.</p>
<i>Duties and Responsibilities</i>	<p>Under the Direction of the Volunteer Manager:</p> <ul style="list-style-type: none"> • Analyze the volunteer cycle and recommend effective virtual volunteer orientation, welcoming and training strategies. • Support a volunteer feedback loop, including pre-shift welcome briefings and post-shift suggestions. • Work alongside the volunteers and interview them on their ideas/experiences at Our Place. • Is aware of critical incident report procedures and follows all health and safety policies and procedures. • Work cooperatively with other staff and volunteers. • Work with Volunteer Services team to review and revise uses of technology and database systems, eg. Website content, Better Impact, MyImpactPage. • Collect and evaluate volunteer data across departments and recommend improvements and new volunteer opportunities.
<i>Qualifications and Required Skills</i>	<ul style="list-style-type: none"> • Previous experience and/or present educational path are in related areas and/or experience working with the homeless and First Nation is an asset. • Willing and able to work comfortably in a team environment. • Good communication and organizational skills. • Experience working with marginalized populations an asset. • Excellent computer skills, experience with databases. • Ability to think creatively and be able to communicate new concepts and ideas to the team. • Act in a professional manner at all times. • Be adaptable and be comfortable working in a hectic environment that serves the marginalized population of Victoria.
<i>Start Dates</i>	<p>To be determined, preferably starting June 29 to August 21, 2026 (8 weeks)</p>

How To Apply

Qualified candidates are invited to submit a covering letter and resume detailing their related background, experience and qualifications by 3pm on Monday, May 11, 2026 careers@ourplacesociety.com or to Our Place Society, Attention: Ryan Brost, HR Manager, 1027 Pandora Avenue, Victoria, B.C. V8V 3P6. Please quote “**Canada Summer Jobs – Volunteer Coordinator**” in the subject line.

Please note: All applications must have a cover letter to be considered.

We appreciate your time and interest in the position. However, due to the volume of applications, only shortlisted candidates will be contacted.

Our Place Society is an equal opportunity employer. We value the diversity of the communities we serve and are committed to engaging and developing a diverse and inclusive workforce. Our Place Society welcomes applications from First Nation, Inuit, Métis, New Canadian, differently-abled, and LGBTQ2S communities.