



Volunteer Manager

Do you have a strong work ethic and are passionate about education and community programs? Be part of a team where you can work for a non-profit organization and make an impact on students to learn more! You can make a difference in the world by giving students the opportunity to access free and affordable educational services!

About Vancouver Region Educational Services:

Vancouver Region Educational Services (VRES) is a non-profit organization offering accessible and meaningful learning experiences to communities across the Vancouver Region. We support growth through educational programs, youth initiatives, and community partnerships that encourage skill development, confidence, and creativity.

About this opportunity:

As a Volunteer Manager, you will help lead volunteer engagement strategies that support VRES programming. You will recruit, train, and supervise volunteers who assist in camps, workshops, outreach initiatives, and community-based learning activities. This position focuses on building an inclusive volunteer network that reflects diverse skills, backgrounds, and interests.

Key responsibilities are as follows:

- Recruit volunteers through online postings, community networks, and outreach strategies
- Coordinate and conduct orientations and training sessions for volunteers supporting programs and events
- Track volunteer hours, performance, and development needs while fostering recognition initiatives
- Serve as a point of contact for volunteers, offering support, mentorship, and clear communication
- Assist with documentation, scheduling, and administrative tasks related to volunteer coordination
- Collaborate with program and operations teams to ensure volunteer roles align with organizational needs



- Support the delivery of camps and educational programming across Metro Vancouver
- Contribute to other organizational tasks as needed, including community outreach or marketing initiatives

Requirements:

- Experience working with volunteers, youth programs, or community initiatives
- Strong communication and interpersonal skills, with an ability to motivate and mentor volunteers
- Ability to adapt to dynamic programming environments involving children and youth
- Strong organization and time management skills, especially when managing multiple responsibilities
- Ability to work 35 to 40-hour work weeks, including evenings and weekends based on assigned shifts
- Mobility to commute to program locations across Metro Vancouver
- A valid Standard First Aid with CPR-C certification and a satisfactory Vulnerable Sector Check are required (not reimbursed). These may be obtained after securing the role but must be completed before the first day of work
- Candidates must be between 15-30 years of age, a Canadian citizen/permanent resident/refugee protection status, and have a valid SIN.

Assets:

- Experience in training, supervision, or mentorship roles
- Knowledge of volunteer management platforms or scheduling systems
- Fluency in more than one language (reading, writing, speaking, listening)
- Access to a car and a valid Class 5/7 British Columbia driver's license

This is a fully in-person position. Salary ranges from \$18-26/hour, dependent on experience, skills, education, and role.