



## Public Speaking Club Volunteer

Are you passionate about public speaking, leadership, and empowering youth to find their voice? Join a team that supports students in building confidence, communication skills, and stage presence through engaging Gavel Club sessions. At U+, you will help create a supportive environment where young speakers can grow, practice, and shine. There's no better place to inspire confidence and make a meaningful impact—be part of U+ today!

### About U+:

U+ is a global, innovation-driven educational technology company dedicated to the long-term success of our students. We offer students worldwide an interactive, language immersion experience. Beyond language programs, U+ has expanded its offerings to include STEAM programs, which encompass coding, camp programs, and public speaking programs. We are eager to collaborate with talents from various disciplines to foster growth and development within U+.

### About this opportunity:

As a Public Speaking Club Volunteer, you will play a key role in supporting facilitators and ensuring sessions run smoothly, both virtually and in-person. You will work closely with our team to help manage session logistics, encourage student participation, and create a positive learning environment that fosters confidence and communication growth.

Key responsibilities are as follows:

- Supporting primary facilitators during Gavel Club (Public Speaking Club) sessions to ensure smooth delivery of public speaking activities and lessons.
- Taking attendance, tracking absences, and assisting with basic administrative tasks related to session organization.
- Providing timekeeping support during speeches and activities to help maintain structured and productive sessions.
- Assisting with classroom management by encouraging participation, maintaining focus, and fostering a respectful environment.
- Supporting and participating in interactive activities to enhance student engagement and confidence-building.



#### Requirements:

- Dedication to supporting organizational operations and contributing to a structured, mission-driven environment.
- Strong organizational skills and attention to detail to manage records, documents, and data accurately.
- Effective written and verbal communication skills to support internal coordination and correspondence.
- Ability to work independently on administrative tasks while collaborating with team members when needed.
- Proficiency in basic digital tools such as Google Workspace or Microsoft Office (including Excel).
- A satisfactory Vulnerable Sector Check is required from successful candidates (not reimbursed). These can be obtained after placement is secured but must be acquired before the first day of placement.

#### Assets:

- Experience in administrative support, office coordination, or nonprofit operations.
- Familiarity with data entry, database management, or document organization systems.
- Experience using spreadsheets or tracking tools to monitor reports and program data.
- Fluency in more than one language (encompassing reading, writing, speaking, and listening abilities) to support our diverse community.
- Access to a car and a valid G2/G Ontario driver's license for Ontario staff or a valid Novice/Class 5 BC driver's license for Vancouver staff.

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This is a volunteer position. We can accommodate different working modes—fully in-person (1595 16<sup>th</sup> Ave, Richmond Hill), hybrid mode, or fully remote—depending on the candidate's circumstances. Placement format will be discussed during the selection process.