



Plast – Ukrainian Youth Association of Ontario, Toronto Branch (Plast Toronto) is seeking a motivated individual who is passionate about Plast & youth programming to join our team as Program Coordinator.

The Program Coordinator works directly with Plast Toronto administration and Program Sector Leadership to coordinate the development, planning, implementation and administration of our youth programs and camps, supports program delivery by Plast volunteers, and helps to engage and retain volunteers. He/she is responsible for ensuring that the programming aligns with Plast's values and mission while adhering to the strategic and functional needs of Plast Toronto.

Duties and responsibilities:

- Works in collaboration with program volunteer leadership to determine needs and provide administrative and logistical support throughout the year and for summer camps
- Coordinates relevant training and resources to support volunteer counsellors
- Leads or supports program events, as necessary
- Champions volunteer engagement and manages volunteer recognition initiatives
- Maintains database with regards to member and volunteer progress through programs and their achievements
- Supports registration and coordinates communication for programmes and camps

Qualifications:

- Strong knowledge of and ability to champion Plast values and mission
- Knowledge and understanding of Plast's programs, manuals and procedures
- Experience working with children and youth
- Experience managing volunteers, with a keen understanding of volunteer needs and capabilities to deliver programming
- Excellent oral and written communication skills; fluency in Ukrainian and English a must
- Ability to employ modern approaches while staying true to the spirit and intent of Plast's objectives
- Excellent project management skills, interpersonal skills, team player
- Ability to work autonomously, with minimal direction, to organize and manage multiple tasks and deliver them to deadlines
- Strong knowledge of relevant communication and computer applications (such as Mailchimp, social media platforms, Office365, Google apps, database systems, Wordpress, etc.)

Working Conditions:

- This is a full-time position, equal to 40 hours per week.
- This position will work primarily out of the Plast Huculak Centre, seasonally at Plast Camp in Grafton, ON as required, and occasionally at other locations where Plast activities may occur, with some flexibility to work remotely.
- Some in-person attendance at UPN and UPU meetings on Saturday afternoons and Wednesday evenings, respectively, will be required, as well as occasional attendance at weekend or weekday evening events, or meetings with program volunteers and committees or the Board of Directors.
- Attendance at all Plast Toronto Branch events is expected.
- Successful completion of Vulnerable Sector Check is required.

Salary: \$50,000 annually + benefits

Applicants should submit a covering letter (in Ukrainian and English) and resume by e-mail only, with Program Coordinator in the subject line, to careers@plastcanada.ca. Applications **must be received by October 31, 2024**.

We thank all candidates who apply; however, only those selected for an interview will be contacted.