



It starts with Scouts.

# Job Ad

## Virtual Volunteer Development Coordinator

**Term:** August 2024-March 2025 **Part-Time:** 10- 12 hours/week

**Location:** This is a remote position; however, candidates must be located in Alberta or British Columbia.

Scouts Canada's program is delivered by thousands of community-based volunteers across Canada. The Program Support team exists to support and enable these volunteers to deliver high quality programming through development opportunities, join-in events, third party courses, and dedicated coaching.

The program support team is looking for a part-time Virtual Section Support Coordinator to join the team, working 10-12 hours weekly, ending on March 31st, 2025. This role is ideal for a recent graduate or someone looking to start a rewarding career in the non-profit sector. The successful candidate will play a vital role in starting new program Sections, allowing more Canadian youth people to develop into well-rounded youth, better prepared for success in the world.

**Applicants must be at least 18 years old and willing to undergo a Police Record Check and Vulnerable Sector Screening.**

### Duties and Responsibilities:

#### **In-Section Support**

- Provide essential Scouting materials and resources to new Sections and Section Scouters.
- Implement virtual Scouter Development to Section Scouters that enhances their ability to deliver Scouting programs by implementing experiential learning or "learn by doing" for youth.

#### **Drive Outdoor Adventure**

- Share a passion for the outdoors and assist sections in attaining new challenges.
- Support Sections and their Scouters with weekly outdoor activities that enhance outdoor skills and competencies.
- As a non-profit organization with a small team, there may be occasions when other responsibilities or projects are assigned.

### Competencies Required:

- High School Diploma
- Knowledge of Scouts Canada's mission, policies, procedures, standards, and program.
- Knowledge of Zoom and Teams, and Microsoft 365
- Familiarity with implementing Scout Canada's Canadian Path program.
- Capable to perform computer/web skills & access to reliable technology (i.e., device, WiFi).
- Completion of Scouts Canada's screening process, including a clear Police Records Check, with Vulnerable Sector Screening.
- Knowledge in one or more of the following areas:
  - ✓ Adult learning and development
  - ✓ Outdoor recreation and education



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- Demonstrated leadership, management, problem-solving, and decision-making skills.
- Excellent communication skills: ability to communicate clearly and professionally, both verbally and in writing.
- Proven ability to inspire confidence, teamwork, and leadership in others.
- A positive mindset with a willingness to adapt to changes.
- A team player with a coachable personality.
- Effective interpersonal and excellent communication skills.
- Ability to model positive behaviors and Scouting values.
- Demonstrates a commitment to the Scouting Mission, Principles & Practices of Scouts Canada.
- Demonstrate leadership, problem-solving, decision-making skills.
- Demonstrate effective interpersonal and excellent communication skills.
- Model positive behaviours and Scouting values.
- Ensure content is clear, concise and easy to understand for the target audience.

**Working Conditions:**

- **A Police Record Check (PRC) and Vulnerable Sector Check (VSS) are required before the start date.**
- Mandatory training requirement.
- Flexible work hours of 10-12 hours per week.
- Work in a home-office environment.
- Non-traditional working hours, including evenings and weekends.
- Sitting at a computer for extended periods of time.

**We've got you covered:**

Hourly wage depends on skills and experience. The hourly wage for this position ranges from \$20-\$25 per hour.

**Ready to Apply?**

If this role excites you, we want to hear from you! Please take the time to tell us about yourself in a cover letter — we want to hear your story — your background, your accomplishments, and why this role is a good fit with your future career aspirations. We want to learn about you and your passions!

Please submit your resume and cover letter by [CLICKING HERE](#). The deadline to apply is **July 19, 2024**.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. We will be reviewing resumes as they are submitted.

Scouts Canada is committed to equity, diversity, and inclusion in our workplace and in our recruitment processes. We encourage applications from members of all racialized groups, gender identities and sexual orientations, Indigenous persons and, persons with disabilities.

Accessibility and Accommodation: Scouts Canada is committed to developing inclusive, barrier-free selection processes and work environments. Accommodation requests should be made in advance to HR at [humanresources@scouts.ca](mailto:humanresources@scouts.ca) . Information received relating to accommodation measures will be addressed confidentially.



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