

KINGSTON ASSISTANT REGIONAL DIRECTOR

ABOUT TREK FOR TEENS

The Trek for Teens Foundation is an entirely youth-led and volunteer-run charity that focuses on raising funds and awareness for youth experiencing homelessness in Canada. We strongly believe in youth helping youth, and therefore our team is primarily made up of post-secondary students and young professionals across multiple cities in Ontario and Quebec. We strive to ensure our team member's personal growth is aligned to their work at the charity, and that they are able to develop professionally through our organization.

DESCRIPTION

Reporting to the Kingston Regional Director, The Kingston Assistant Regional Director is responsible for assisting in the coordination and organization of all regional events, activities, and outreach in the Kingston region. The Kingston Assistant Regional Director will schedule and attend regular meetings with other Kingston members to learn of event progression and planning, budget proposals and concerns, and other ideas Kingston members may hold. They will not be responsible for creating or hosting events; rather, they will work as an advisor to event coordinators within the organization and as an organizational leader who will stay up to date on all Kingston activities.

Through this position, the candidate will be able to help the greater community while gaining knowledge about youth homelessness and skills in event coordination, leadership, and volunteer organization.

RESPONSIBILITIES

- Participate in regular meetings with the Kingston Regional Team (weekly), and attend monthly all-hands meetings (2nd Saturday of the month in the mornings)
- Coordinate and attend regular meetings
- Oversee logistical plans for all Kingston events
- Act as a point of contact for external groups and individuals
- Facilitate involvement for local participants and volunteers

QUALIFICATIONS

- Dedication to the cause of youth homelessness
- An interest in leadership and event coordination
- Good organizational skills and strong commitment
- Love for event planning
- Experience with Google Suite (Email, Docs, and Sheets) and Slack an asset

COMMITMENT

We expect a minimum commitment to this position for 12 months (typically September to August). However, our members often choose to remain in their position beyond their expected commitment, or transition to positions beyond their current role.

The expected weekly time commitment is 5 to 6 hours per week. This is a remote role, with in-person engagement for events and occasional meetings.

ACCESSIBILITY



TREK FOR TEENS
FOUNDATION

POSITION OPENING

September 2025

The Trek for Teens Foundation is committed to creating a diverse, inclusive, and accessible environment for all. We welcome volunteers from all backgrounds, regardless of citizenship or residency status. If you require accommodations at any stage of the recruitment process, please let us know, and we will work with you to ensure an inclusive experience.

APPLY NOW

Send your **resume** and **cover letter** to our Hiring Manager.

SUBJECT LINE

Application: Kingston Assistant Regional Director - Firstname Lastname

EMAIL hireing@trekforteens.com

Applications to this position will be considered on a rolling basis. We will be in touch within a few days regarding an interview opportunity.