



TORONTO LEADERSHIP & OUTREACH MANAGER

DESCRIPTION

Reporting to the Regional Director of Toronto, the Toronto Leadership and Outreach Manager will serve as the principle bridge between the leadership team and other Trek for Teens volunteers. They are responsible for the coordination of events hosted by the Toronto region of the Trek for Teens Foundation. The Toronto Leadership and Outreach Manager is responsible for creating a site plan, determining the promotional materials and signage required, and recruiting schools, performers or other individuals for the event(s). This position in the organization requires attendance at all of the regional team meetings. The ideal candidate will be able to anticipate project needs, prioritize duties and help the organization in achieving its goals and missions. The ideal candidate will be an effective team player and add value to the team by creative approaches to making the events hosted by the Toronto region successful. Through this position, the candidate will truly be able to help the greater community while gaining hands-on experience.

RESPONSIBILITIES

- Recruit volunteers from Toronto community for future events and to volunteer at local youth shelters
- Organize events with members of the Toronto community outside of UofT (ex: sports tournament, dance event, amazing race)
- Reach out to other clubs/organizations and promote outside UofT
- Recruit volunteers from the Toronto community for future events

QUALIFICATIONS

- Excellent communication skills and work ethic
- Experience organizing events an asset
- Strong leadership skills

COMMITMENT

We expect a minimum commitment to this position for {{time}}. However, our members often choose to remain in their position beyond their expected commitment, or transition to positions beyond their current role.

APPLY NOW

Send your **resume** and **cover letter** to our Director of Human Resources.

SUBJECT LINE

Application: {{Position Title}} - Firstname Lastname

EMAIL hr@trekforteens.com