

Queen's University Co-Chair

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 Queen's University Co-Chair will be responsible for working closely with the other Queen's Co-Chair to provide guidance to the Queen's University team and overseeing all Queen's team events. Work throughout the term will include creating partnerships, coordinating events and organizing team members, and supervising the progress of the team. As the Queen's University Co-Chair, you will stay up to date on all Queen's team activities and ensure compliance to Trek for Teens' policies and procedures.

Through this position, the candidate will truly 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 Director (weekly), with the Queen's University team (weekly), and attend monthly all-hands meetings (2nd Saturday of the month in the mornings)
- Facilitate involvement for local participants and volunteers, and assist with the recruiting and training of local talent to build the Queen's team
- Act as a point of contact for business, external groups, and individuals for the Queen's team
- Create and manage action list of tasks for the Queen's Teams
- Assisting with event planning/sponsorship/finances as needed

QUALIFICATIONS

- Dedication to the cause of youth homelessness
- Motivating team and bringing energy to each event/meeting
- Commitment to inclusion, engaging others through their own talents, gifts, and skills
- Demonstrated leadership experience and skills in event coordination
- Excellent organizational skills, self-motivated, and strong independent work
- Effective team management and interpersonal skills
- Strong communication skills
- 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 4 to 5 hours per week. This is a remote role, with in-person engagement for events and occasional meetings.

ACCESSIBILITY

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: Queen's University Co-Chair - Firstname Lastname

EMAIL hiring@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.