



Serve Tournament Assistant Coordinator

Head & Hands, a non-profit community organization dedicated to youth empowerment, is looking for a Volunteer Coordinator to fulfill a full-time, 3-month contract from June 1st to August 3th, 2018 to support the Serve Tournament. Serve is a large-scale volleyball tournament fundraiser taking place Sunday July 29th to benefit the [Sense Project](#).

Main tasks will include recruiting 60+ volunteers for the day of the event; developing and delivering training and orientation; and supervision, delegation and volunteer management at Serve. Other tasks may include: assisting the Serve Coordinator in managing and supporting event participants; acting as front desk replacement in Head & Hands' main office; and supporting the planning committee volunteers in promotions, event coordination, and third-party fundraising events offsite in the lead-up to Serve.

Requirements: Organized; strong communication skills in French and English; time management and networking skills; meeting facilitation experience; comfort working autonomously; ability to use spreadsheets and word processors (or willingness to learn).

Assets: Familiarity with Montreal business & cultural sectors and Head & Hands' mission and approach; ability to take initiative; event organizing/fundraising experience; familiarity with volunteer retention practices; familiarity with harm reduction and commitment to non-judgment.

PLEASE NOTE: This position is dependent on *Canada Summer Jobs* funding. As such, candidates must:

- be between 15 and 30 years of age (inclusive) at the start of employment;
- have been registered as a full-time student during the preceding academic year;
- intend to return to school on a full-time basis during the next academic year;
- be a student in a secondary, post-secondary, CEGEP, vocational or technical program;
- be a Canadian citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act** and;
- be legally entitled to work according to the relevant provincial / territorial legislation and regulations

**foreign students are not eligible*

To apply, email your CV and cover letter to serve@headandhands.ca or send by fax to 514-481-2336 by Monday, May 14th at 10:00AM (Attn: Serve Volunteer Coordinator Hiring Committee). Only candidates selected for an interview will be contacted.

Head & Hands recognizes that we live in a society that does not value and respect all people equally, and we strive to incorporate as many different perspectives, backgrounds, and experiences as possible into our team. If you feel that your perspectives and/or experiences are frequently unheard or undervalued in this society, we encourage you to mention that in your cover letter. For assistance with your application, please feel free to consult the [application guide](#) on our website.

TEL

(514)-481-0277

FAX

(514)-481-2336

WEB

headandhands.ca