



## VOLUNTEER POSTING

### POSITION: RECRUITMENT ASSISTANT

#### **ABOUT US**

Safe City Mississauga, a registered charitable organization, is guided by the vision of Mississauga being a crime free city to live, work and play and is mandated to provide programs, services and information that contribute to the prevention and reduction of crime and the promotion of community safety initiatives in the City of Mississauga. Safe City Mississauga's Aspire program provides no-cost tutoring and mentorship to students JK to grade 6 in high priority neighbourhoods in Mississauga.

#### **POSITION**

Safe City Mississauga is seeking a volunteer (15 hours/month) Recruitment Assistant (Aspire Program). This position requires strong communication, organizational, and time management skills. The Recruitment Assistant will have strong professionalism, experience with recruitment and on-boarding, and experience in working with youth. The success candidate will be responsible for scheduling and conducting tutor interviews and reference checks in a timely manner, and ensuring police record checks are collected. In addition, the Recruitment Assistant will be responsible for on-boarding tutors and maintaining application records and attending Aspire community and tabling events to recruit tutors and students to the Aspire program. This position will report directly to the Youth Development Supervisor (South-East).

#### **TERMS**

- Status: Volunteer
- Hours of volunteering 15 hours per month. May 2019 to to March 2020. The successful applicant should be prepared to the start at the start of May 2019.
- Location: Mississauga, Ontario with travel throughout the Peel Region and surrounding GTA.
- Police background check required/ CPR and First Aid Certification an asset.
- Clean driving licence required and must have access to a vehicle.
- Reference checks will be conducted prior to extending an offer.

#### **QUALIFICATIONS AND SKILLS**

<i>Qualifications</i>	
Education	<ul style="list-style-type: none"> <li>• Degree or Diploma in a relevant discipline (e.g. social work; teaching; community development; criminology; program or project management, human resources)</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• An academic understanding of the causes and effects of crime</li> <li>• A practical understanding of the non-profit sector</li> <li>• Knowledge of recruitment and onboarding practices</li> </ul>
Work Experience	<ul style="list-style-type: none"> <li>• Working with youth</li> <li>• Office administration experience</li> <li>• Non-profit experience preferred</li> <li>• Strong ability to present and deliver information clearly</li> </ul>
<i>Competencies/ Skills</i>	
Communications	<ul style="list-style-type: none"> <li>• Responds to requests for information and applications in a timely manner and processes applications efficiently.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to provide information regarding Aspire to volunteers, parents, families, and the general public as appropriate.</li> <li>• Ability to form meaningful relationships with individuals and groups within a diverse community context.</li> <li>• Ability to express oneself and communicate with others verbally</li> <li>• Ability to work collaboratively and build relationships and partnerships</li> <li>• Ability to form meaningful relationships with individuals and groups within a diverse community context</li> <li>• Ability to provide guidance and support to volunteers through effective communication practices.</li> </ul>
Technical	<ul style="list-style-type: none"> <li>• Proficient in Microsoft Office (Word, PowerPoint, and Excel) and Google Documents</li> <li>• Proficient in online productivity tools (e.g. Question Pro, webinar/ online meetings)</li> </ul>
Organizational/ Time Management	<ul style="list-style-type: none"> <li>• Strong planning and time management skills sufficient to prioritize role deliverables and meet weekly reporting and activity deadlines.</li> </ul>
Problem Solving	<ul style="list-style-type: none"> <li>• Anticipates, identifies, and defines problems</li> <li>• Seeks root causes</li> <li>• Develops and implements practical and timely solutions</li> <li>• Ensures problem solving procedures and protocol are followed as outlined by the Youth Development Supervisor.</li> </ul>
Accuracy	<ul style="list-style-type: none"> <li>• Ability to process information with high levels of accuracy</li> </ul>
Interpersonal	<ul style="list-style-type: none"> <li>• Demonstrates exceptional customer service skills e.g. assertiveness, listening, empathy, positive attitude</li> <li>• Well-spoken, confident when speaking with program participants, can handle competing multiple priorities</li> <li>• Personable and approachable</li> <li>• Communicates with tact and empathy</li> <li>• Displays flexibility and resiliency in a changing environment</li> </ul>

### **TO APPLY**

Please send your electronic application to [csmanager@safecitymississauga.on.ca](mailto:csmanager@safecitymississauga.on.ca) by 4:30 pm on April 12, 2019. Applications received after this time will not be considered.

Your application should include: (a) a cover letter explaining your interest in the position and why you are well suited for it, (b) your curriculum vitae/ resume, and (c) a list of three references.

We thank all applicants, however, only candidates selected for an interview will be contacted. This position is not eligible for relocation assistance. No agencies and no phone calls, please. Nothing in this posting should be construed as an offer or a guarantee of employment. Successful candidates are expected to undergo a police reference check.

Safe City Mississauga is an equal opportunity employer, welcomes diversity in the workplace, and encourages applications from all qualified individuals including women, members of visible minorities, aboriginal persons, and persons with disabilities.