



Captain Scott

LEGACY SOCIETY

Volunteer Community Coordinator

Volunteer Ambassadors Program

Captain Scott Legacy Society is seeking dedicated and passionate Event Coordinators to promote volunteerism through the organizing, mobilizing, and hosting of group volunteer events and activities for our Volunteer Ambassadors program. If you're an event organizer who is enthusiastic about energizing people, addressing important needs and causes in the community, and working with local organizations, this opportunity is for you!

Position Overview:

- **Brief:** Plan volunteer events that you're passionate about on your own schedule, with and for people you love, and in your own neighbourhood! This position is customizable for the youth volunteer. *Please note: This position is for youths ages 15 to 30 inclusive only due to the specific program's funding requirements.*
- **Location:** Work-from-home with in-person attendance required on event days in the Greater Vancouver area
- **Commitment:** About 5-10 hours per month, minimum of 6 months
- **Compensation:** Volunteer perks, networking opportunities, recognition/reference letter, and an honorarium.

About Us:

Captain Scott Legacy Society is dedicated to building community and fostering a sense of belonging through volunteerism. We collaborate with nonprofits to create welcoming and impactful volunteer events.

Role:

We are looking for youth Event Coordinators to organize and lead group volunteer events for our Volunteer Ambassadors program. This program offers flexible volunteering opportunities for people of all ages and backgrounds, allowing them to choose events that fit their interests and schedules. Help us bring more people into the volunteer space by creating more interesting events that appeal to a wider range of volunteers!

Responsibilities:

- Plan and organize volunteer events for groups as small as five people to as large as 30 people (approximately 1 event per month, flexible to volunteer's own schedule)
- Write event proposals to apply for and receive event microgrants from Captain Scott Legacy Society to bring your events to life
- Coordinate logistical details like set up/take-down, budgeting, getting supplies, acquiring in-kind donations, and event leadership



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- Recruit and engage event volunteers through their own networks, social media, postering, etc.
- Work with our Project Manager and Communications Manager on promotional materials and event marketing
- Attend event planning meetings

Requirements:

- Experience with event coordination and management
- Strong leadership, time management, teamwork, and communication skills
- Public speaking and outreach abilities
- Must be reliable, organized, and detail-oriented
- Familiarity with Google Drive, Docs, Sheets, and Forms
- Passion for event planning and volunteerism

How to Apply: Send your resume and a brief email or short video introducing yourself and explaining your interest in the position to Serena Li, Project Manager, at serena@captainscott.ca.