



Volunteer Training Digital Support - Contract

INTRODUCTION

4-H is a non-profit positive youth development organization that spans 70 countries across the world and 10 provinces across the country. For over a century, 4-H Ontario has been working to build youth as leaders within their communities and assets to the world. With roots in rural Ontario, today 4-H Ontario engages youth of all backgrounds across the province. In 4-H, youth ages 6–21 and volunteer leaders come together to learn through fun hands-on activities and mentorship. There are also provincial camps, conferences, competitions, and national and international travel opportunities available to further develop skills in leadership, business, self-confidence and more. 4-H provides youth with a place they can be involved, accepted, valued, and heard while developing valuable life skills.

4-H Ontario continues to develop virtual learning opportunities and resources for volunteers and club leaders to assist them in virtual program delivery. These resources will be used to overcome potential impacts of COVID-19 and continue to build engagement with youth and volunteers in future years. This full time one-year contract position will support the development of these deliverables through collaboration with the Senior Manager, Volunteer and Community Engagement, Volunteer Support Team Lead, and other key staff roles.

As a member of the 4-H Ontario team you will be responsible for:

- Enhancing existing and creation of new volunteer learning opportunities and resources with a focus on incorporating web-based applications
- Assisting with developing and maintaining volunteer module in Raiser's Edge
- Investigating possibilities for Volunteer Management and/or Learning Management Software
- Assisting with youth and volunteer engagement strategies
- Participating in and helping to revise new volunteer orientations and symposiums for virtual delivery
- Assisting with annual volunteer conference
- Researching online/virtual/regional conference opportunities
- Helping with volunteer and youth recruitment and retention
- Creating templates for adapting in person resources to online delivery (in collaboration with programming team)
- Expanding volunteer resource library (i.e. how-to guides, tip sheets, best practices)

To be successful in this role your background requires the following skills:

- Minimum 1 year of creating and developing adult learning materials for volunteers in an online learning context
- Passion for web technologies and good understanding of current technology landscape
- Superior communication skills; ability to communicate technical concepts to non-technical audiences
- Understanding of the principles of experiential learning and/or experience with co-operative education an asset
- Degree, diploma, or combination of work experience in the field of volunteer management and/or adult learning
- Willingness to be screened according to 4-H Ontario policy

This position is currently home office based and may require occasional travel to the Rockwood office, with appropriate Covid-19 precautions in place. This role requires extensive use of a computer which may involve sitting for long periods. Salary Range: \$40,000-\$43,000.

Application Deadline: February 7, 5:00pm Apply to: Human Resources – hr@4-hontario.ca

4-H in Canada is open to all without discrimination based on race, national or ethnic origin, colour, religion, sex, age or mental or physical disability. 4-H is dedicated to providing a safe and inclusive environment that allows for universal access and participation