

**North-Eastern Region 1 Volunteer Support Associate (Part Time )**  
**Part Time, Contract Position November 2023 – March 2025**



**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.

We are currently seeking an Associate to join our Volunteer Support Team. This position reports to the the Volunteer Recruitment and Retention Advisor and works in conjunction with the Volunteer Support staff team. The Region 1 Volunteer Support Associate develops and fosters relationships with 4-H volunteers and prospective volunteers in their assigned section of the region through the provision of both programmed and situational support, coaching and training to volunteers in local associations within their region. This position focuses on the functional areas of public relations, retention of volunteers, and risk management, with a strong focus on volunteer recruitment. This is a part-time (10 hours per week), home-office based role with a flexible schedule that will require regional travel, evening, and weekend work. The successful candidates should reside within their assigned section of the region.

The North-Eastern Part Time Volunteer Support Associate will be responsible for supporting the redevelopment of 4-H programming in the inactive Cochrane, Muskoka, Nipissing, and Parry Sound 4-H Associations.

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

- Mentoring, coaching, and providing support and resources to 4-H Volunteers and prospective volunteers,
- Fostering relationships with volunteers, community organizations, and interested parties to widen the scope of volunteer engagement and recruitment,
- Working with volunteers and associations to effectively resolve situations positively and professionally,
- Facilitating and delivering volunteer learning opportunities,
- Engaging with the current volunteer base with focus on retention and development,
- Providing insight and clarity to associations on 4-H Ontario policies and processes.

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

- Degree, diploma, or combination of work experience in volunteer management and/or adult learning,
- Creativity, flexibility, strong communication skills, organization, and motivation,
- Mentorship and relationship building capacities,
- Experience working with volunteers in community-based programs,
- Technical computer skills including various Office and Adobe programs as well as database software,
- Event planning experience (in person and virtual),
- Willingness to be screened according to 4-H Ontario policy,
- Agricultural and/or 4-H experience an asset.

This position is home office-based and will require travel within the assigned section of the region. This role requires extensive use of a computer which may involve sitting for long periods.

The successful candidates for these positions can expect salary compensation of \$13,000 annually.

**Applications will be accepted until the position has been filled.**

**Apply to: 4-H Ontario Recruitment & Retention Advisor, Faith Kirk at [recruitment@4-hontario.ca](mailto:recruitment@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.*