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POSTING NO.: ESSF 1719

AFFILIATION: CSU52

**The Edmonton Space & Science Foundation  
Assistant Volunteer Coordinator  
Temporary Part-Time (May 1, 2024 to August 20, 2024)**

*Join TELUS World of Science – Edmonton (TWOSE) as we embark on our 40<sup>th</sup> trip around the sun! Situated in the heart of amiskwacîwâskahikan ᐱᐢᑦᑲᐱᐃᐱᐱᑦᑲᐱᐱᑦ in Treaty Six Territory and the Métis Homeland, we are the destination to engage Albertans' hearts and minds in science, with a mission to ignite curiosity, inspire discovery, celebrate science, and change lives.*

*We take pride in building a culture that is diverse, equitable, and inclusive. Science is for everyone, and the Science Centre team is as diverse as our guests. We encourage Black, Indigenous, and racialized peoples, persons living with disability and neurodiversity, women, sexual and gender minorities, and members of all minority groups to apply.*

*Be part of an organization that values diverse perspectives, identities, abilities, and expressions. From cosmic discoveries through telescopes to 'Aha!' moments under microscopes, join the Science Centre as we celebrate the endless possibilities of science for the next 40 years!*

**POSITION SUMMARY:**

The Assistant Volunteer Coordinator is responsible for executing identified recruitment strategies to increase awareness of TELUS World of Science – Edmonton's Volunteer Program in the community and increase program capacity in support of our mission to ignite curiosity, inspire discovery, celebrate science, and change lives.

The ideal candidate has a demonstrated interest in people, excellent written and oral communication skills, and a desire to gain experience in recruitment, selection, and retention.

The Assistant Volunteer Coordinator reports to the Director, People & Culture, with day-to-day supervision provided by other members of the People & Culture team.

**DUTIES AND RESPONSIBILITIES:**

The Assistant Volunteer Coordinator will be responsible for the following:

- Assist with development and implementation of recruitment strategies to meet staffing requirements identified by program supervisors. Design and deliver community outreach presentations to promote the Volunteer Program in the community and connect interested community members with the program's intake procedures.
- Assist with volunteer recruitment, including initial screening and interviewing of prospective volunteer team members.

LAT 53° 33' 40" N LON 113° 33' 50" W

- Provide general orientation to all volunteer team members upon acceptance into the Volunteer Program.
- Maintain current administrative records for all volunteer team members ensuring that all relevant information and communication is documented in appropriate personnel files. Assist with related administrative duties and the maintenance of the Volgistics database.
- Other duties as required to maintain an effective volunteer program.

### **QUALIFICATIONS:**

#### **Knowledge and Abilities:**

- Well-developed public speaking and presentation skills.
- Strong interpersonal skills and an ability to interact with a diverse population.
- Strong organizational and time management skills
- Excellent written and oral communication skills
- A sincere interest to promote volunteerism.

#### **Education and Experience:**

- Completion of a high school diploma. Post-secondary education in arts and culture management, human resources management, or museum studies would be beneficial but is not required.
- Previous experience working with volunteers is an asset but is not required.
- Full proficiency with Microsoft Office applications including Outlook, Word, Excel, and PowerPoint.
- Ability to work a flexible schedule including days, evenings and weekends.
- Preference will be given to those between 16 and 30 years of age who will be returning to full time school in the fall, as per the Young Canada Works funding requirements.

**Note:** A clean Police Information Check including the vulnerable sector is a condition of employment for successful candidates. The check must be completed prior to commencement of work and is the financial responsibility of the candidate.

**Wages:** \$22.48- \$27.76 per hour based on 2023-2024 Collective Agreement (PT210).

**Hours of Work:** Up to 30 hours per week. Must be available to work weekdays as well as evenings and weekends as required.

**Opening Date:** April 4, 2024

**Closing Date:** April 11, 2024.

**How to Apply:** [hr@twose.ca](mailto:hr@twose.ca)

**Please include cover letter and resume in one document. We thank all applicants and advise that only those selected for an interview will be contacted.**