



Position: Volunteer Placement Specialist

Hours of work: 35 hours per week

Start date: ASAP

Location: PICS Surrey Office (Annex)

Duties and Responsibilities:

- Provide participant with orientation of the program and arrange for the skills testing as required by the program mandate
- Communicate with the community service organizations to monitor participants' progress and provide coaching when needed
- Assist organizations to increase their capacity to support youth volunteer services by gathering and sharing information and best practices from youth-led discussions throughout the project and from the experiences of the agencies that participated in the project
- Help stakeholders recognize the benefits of youth service by actively reporting on project outcomes and youth volunteer success stories
- Increase civic and community engagement among youth not only through the service opportunities that are available through the project, but by working to create youth community engagement "ambassadors" who have the skills, knowledge and drive to involve their peers in their volunteer service endeavors
- Give program youth, including underrepresented youth groups the acquired skills to find and maintain productive employment in the future through essential skills training and hands-on volunteer experience
- Facilitate effective employment, job search, life skills and career planning workshops
- Ensure workshop materials and delivery are tailored to meet youth learning styles and needs
- Conduct an appropriate assessment of participants' barriers, skills, education, experience, motivation, and employment readiness by using relevant assessment tools
- Participate in the marketing and promotional activities individually and as conducted jointly by staff; distribute flyers to employers, community agencies, organizations and Employment Service Centers to promote the program
- Coach participants to develop their interviewing skills; assist participants in networking with employers, and monitor their progress
- Perform other job-related duties as assigned

Qualifications & Experience

- Completion of a Bachelor's Degree in Business/ Social Work or a related discipline; or the equivalent of education, training, experience and certification
- Experience in facilitating and delivering job search programs for youth or immigrants;
- Experience in career development or employment related programs
- Competence in networking and building relationships with various stakeholders
- Experience working with youth population; experience in a not for profit organization is a definite asset

- Experience in handling a volunteer program and volunteer management in a not for profit setting is a definite asset
- Excellent verbal and written communication skills in English
- Outstanding leadership skills
- Certified Career Practitioner Certification or currently working toward the designation is a definite asset
- Fluency in a second language is an asset.
- Proficient in the use of the Microsoft Office Suite and Social Media
- Some evenings and weekends may be required to meet the operational needs of the project
- Valid BC drivers licence and reliable vehicle insured for business use with \$2 million liability and clean drivers abstract
- Clean Criminal Record Check (Vulnerable Sector)

How to Apply: Please submit a resume and cover letter, stating salary expectation, to PICS HR Department at career@pics.bc.ca. Please use the job title as the email subject.

(PICS is an equal opportunity employer. We thank all who apply, but only applicants selected for an interview will be contacted. No phone calls please.)