**Massey Centre (“the Centre”)** is an award-winning, accredited Children’s Mental Health Centre that is a multi-service, non-profit, unionized, community agency located in the east end of Toronto. The Centre is committed to nurturing empowerment, independence and growth for young pregnant and parenting women, children and families in a non-judgmental, inclusive environment by providing a residential care and treatment program; supportive transitional housing; on-site high school program, community housing support and referral services; and maternal infant mental health programs and services. We do this by working collaboratively as a multi-disciplinary team with community partners to provide holistic programs and support that respond to mental health, education and transitional needs. The Centre also operates an EarlyON Child and Family Centre and an Early Learning Centre. All the programs and services are open to families, young women and their children living in the broader community.

The Massey Centre has an immediate opening for a **Volunteer Coordinator Intern** under the **Canada Summer Jobs program** which provides young people aged 15 to 30 the opportunity to gain meaningful work and life experience while supporting community-based initiatives.

To be eligible, you must:

* Be between 15 and 30 years of age (inclusive) at the start of employment
* Be a Canadian citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act (\* International students are not eligible)
* Be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations

The **Volunteer Coordinator Intern**

* Assists with the recruiting, training, and scheduling of volunteers
* Assists program staff and volunteers in planning and executing events
* Inputs volunteer data and develops monthly reports and statistical analysis
* Assists with the coordination of in-kind donations and works with volunteers to sort in-kind donations

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| **Position:** | **Volunteer Coordinator Intern**  |
| **Term:** | 16 weeks starting August 2020 (17.5 hours/week) |
| **Rate of Pay:** | $14.50/ hour |
| **Department:** | Resource Development |
| **Reports to:** | Director, Resource Development |
| **Qualification:** | * Enrolled in or completed postsecondary education in a relevant field
 |
| **Closing Date:** | **August 28 , 2020 at 5:00 p.m.** |

The Centre offers a dynamic work environment and career advancement opportunities. The successful candidate must have a negative criminal reference check and vulnerable sector screening as a condition of employment.

In accordance with *the* *Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005,* andthe *Massey Centre’s Accommodation Policy*, accommodation will be provided in all parts of the hiring process. Please make your needs known in advance.

The Massey Centre encourages applications from persons who are members of a visible minority.

**Qualified applicants should send their cover letter and resume by the closing date to:**

**­Human Resources**

**Massey Centre**

**1102 Broadview Avenue**

**Toronto, ON M4K 2S5**

**Fax: 416-425-4056**

OR

**Email:** **hr@massey.ca** **(please quote "Volunteer Coordinator Intern" in the subject line)**

*We thank all applicants, however, only those we select for interview will be contacted.*