



Job Summary, Community and Recruitment Coordinator (Alumni Position)

About the Charity

Trails Youth Initiatives became a registered charity in 1992 and offers a safe haven for youth who encounter barriers to success. **Our mission is to challenge and equip vulnerable youth to become contributing members of society.** We offer participants a feeling of belonging and our *Four Seasons, Four Years, For Life* outdoor program helps them develop practical life skills, increase knowledge, and build confidence through outdoor experiences, high school credits, bursaries, and mentorship. One of the foundational insights to the creation of Trails was that one-on-one trust can change a life. With a vision to break the cycle of poverty, Trails understands the importance of the long-term commitment of our program and our staff, aiming to effect systemic change. To make a difference in a significant and lasting way, staff have to be there for participants for months, even years.

About the Position

Reporting to the Director of Education, the Community and Recruitment Coordinator supports Trails Youth Initiatives (the “Charity” or “Trails”) in a range of operational areas that will support our need for high quality, committed staff. The two core deliverables are: 1) recruitment of Facilitator staff and 2) securing weekday site rentals, school outreach and private retreat bookings. Community and Recruitment activities will include creating community partnerships, making Trails presentations to universities, and attending job fairs, industry conferences, and social gatherings in target neighborhoods, ultimately recruiting Facilitators (30 positions needed annually), ensuring there is a consistent and robust pool of candidates. Other areas of responsibility include employee engagement, onboarding, occupational health and safety, culture, and community relations.

Day-to-day responsibilities include serving as a resource to members of the leadership team and other staff on people- and culture-related topics; contributing to a culture where investing in people enables our intended impact on target audiences; researching and implementing initiatives for the Charity’s commitment to diversity, equity, and inclusion; and contributing to a culturally safe organization. This position applies a coaching approach, and its ultimate goal is to ensure that we have the right people in the right positions. Crucially, you will be passionate about our mission.

Key Responsibilities

Community & Communications

- Builds long-term relationships with industry and educational organizations in camping, youth work, and charity realms, as well as community partnerships in equity-deserving areas from which youth are recruited
- Serves as voice and face of Trails to engage future staff members, donors, and volunteers, and increase awareness of Trails through speaking engagements and presentations

- Maintains strong relationships with educational stakeholders and networks to share Charity expertise and gain knowledge on how to educate vulnerable youth
- Supports staff, volunteer, donor recognition, community and fundraising events, as directed
- Provides guidance on communication related to talent acquisition and internal engagement
- Maintains brand standards when communicating with stakeholders

HR

- Facilitates talent acquisition activities by developing job postings, marketing vacancies, receiving and screening resumes, conducting interviews, completing reference checks, and other related duties
- Prepares offers of employment, job descriptions, policies, employee communications, and documentation regarding corrective action
- Coordinates employee onboarding, including training on occupational health and safety, AODA, CASL, and WHMIS
- Provides guidance, support, and coaching for employee relations and resolution of issues
- Identifies and addresses training needs, and plans organizational learning, training, and development in consultation with internal stakeholders
- Provides guidance on employment-related matters to facilitate consistent implementation of human resources policies, programs, and guidelines
- Facilitates development of succession plans for all staff
- Ensures that all employees have access to, understand and can apply Trails' policies, including Employee Handbook and President's messages to staff
- Contributes to HR chapters of Annual and Strategic Plans
- Documents employee certifications, training, and development, and ensures Salesforce database is kept up to date with all employee records
- Serves on Health and Safety Committee to promote workplace safety
- Keeps up to date on matters relating to employment law and human resource practices
- Makes recommendations to Director regarding salaries, raises, transfers, promotions
- Works with Trails HR consultant to ensure compliance with relevant legislation, including *Employment Standards Act, 2000* (Ontario) and related regulations, *Occupational Health and Safety Act* and *Ontario Human Rights Code*

Culture

- Promotes and applies Diversity, Equity, and Inclusion (DEI) practices to all initiatives and interactions. In particular, the analysis of inclusivity in job descriptions and required certifications and the creation of a training program to upskill staff from equity-deserving backgrounds
- Serves as resource for staff and participants for conversations on culture and DEI, and supports DEI Committee to address needs, discuss ideas, and respond to feedback

Finance

- Assists in budget preparation and monitoring to maximize effectiveness of resources needed to develop our team and support succession and continuity
- Contributes to preparation of biweekly payroll and related audits

- Submits all reporting and documentation in timely fashion

Programs

- Assists staff with, or trains staff on using systems, processes, and tools
- Ensures coverage of employee responsibilities in their absence
- Supports or observes Trails weekend or summer program

General

- Contributes to delivering “The Trails Way” and ensures alignment with mission
- Collaborates effectively and positively across ranks and departments
- Adheres to all policies and procedures, with specific consideration for privacy protection
- Writes clearly and informatively and edits work for spelling and grammar
- Ensures that documentation is accessible, traceable and accurate
- Consistently arrives to work, appointments and meetings on time
- Strives to expand professional knowledge and enhance productivity and innovation by reading publications, and attending educational events
- Maintains strict confidentiality and security of records and participant information
- Serves as role model for workplace safety, wellness, and security

Qualifications and Requirements

- Diploma or certification in HR or Communications, or comparable experience
- At least two (2) years of relevant experience, with track record of success in HR, community relations, communications, and applying DEI-lens to initiatives and interactions
- Strong relationship-building, interpersonal, communication, and presentation skills
- Ability connect with people from all backgrounds and varying degrees of experience
- Excellent time management skills and keen attention to detail
- High level of comfort with Google Workspace (Docs, Sheets, Drive, Slides) and video conferencing software (Google Meets)
- Knowledge of working with social media platforms for business purposes
- Valid Ontario ‘G’ driver’s license free of serious offenses under *Highway Traffic Act*, for occasional travel
- Typical time commitment 20 hours per week, with seasonal fluctuations and availability for evening and weekend commitments

Profile

- Sincere interest in helping youth
- Passionate about mentoring people
- Natural relationship-builder
- Unfazed under pressure
- Outgoing and intellectually curious

Note: as the Charity grows and legal requirements as well as our participants’ needs change, management may change tasks assigned to this role accordingly.