



JOB POSTING: COMMUNITY & YOUTH ENGAGEMENT COORDINATOR (formerly Social Development & Volunteer Coordinator)

ORKIDSTRA | SPRING 2025

Work Type

In-office – this is an on-location position, with work carried out between the OrKidstra head office, and other Hubs around Ottawa.

Short Description

This position offers the opportunity to transform children's lives through music while supporting OrKidstra's social development, volunteer engagement and outreach initiatives. The **Community & Youth Engagement Coordinator** plays a pivotal role in guiding the social and developmental aspects of OrKidstra's programming and taking leadership in family communications and volunteer coordination. This role is ideal for a candidate eager to grow with the organization and contribute to building a stronger, more engaged community of youth, volunteers, and supporters.

The successful candidate will have a passion for community building, strong communication skills, and a minimum of two years of experience in a similar role, ideally in a non-profit or charitable setting.

Working Environment

The successful candidate will be based in the National Capital Region. This full-time position requires a valid driver's license and consistent access to a reliable vehicle to travel between various OrKidstra Hubs across the city during regular hours and occasional events.

Work is typically scheduled Monday to Thursday from 11 AM – 7 PM, and Friday 12 PM – 8 PM, with some flexibility required for weekends and special events. OrKidstra's head office is located at 211 Bronson Ave., Ottawa, Ontario.

Long Description

OrKidstra is a registered charity that provides a social development program through music for children from equity-deserving communities in Ottawa. Now in its 18th season, OrKidstra serves over 750 children and youth who come from over 62 cultural and linguistic backgrounds. OrKidstra's mission is to empower kids and build community through the universal language of music. OrKidstra carries out this mission by providing children from low-income families with free group and individual music lessons and the chance to learn important life skills such as respect, compassion, teamwork and responsibility through playing and singing together. Learn more at orkidstra.ca.

Job Description At-a-Glance

This position reports to the Program Administration Manager and collaborates closely with other organizational leaders. The **Community & Youth Engagement Coordinator** is primarily focused on deepening and managing social development programs, and facilitating child and family relationships as part of the After-School program. This role also oversees the engagement and coordination of OrKidstra's program and special event volunteers, ensuring a positive and productive experience for all involved.

This position is integral to OrKidstra's ability to support its development, engagement, and growth.

Key Responsibilities

Culture & Philosophy

- Actively engage in, and demonstrate:
 - OrKidstra's core values of **love, courage, excellence** and **belonging**.
 - Teamwork, problem-solving, responsibility, creativity, dedication, and communication.

Social Development

- Under the guidance of the Artistic Managing Director and in collaboration with the Program Team, this role fosters more intentionality and growth in social pedagogy by supporting the development of action research projects and evaluation.
- Grows the Leaders-in-Training (LIT), mental health initiatives, and Youth Group programming.
- Cultivates a strong mentorship community through interactions with internal and external stakeholders.
- Actively contributes to the wellbeing and development of OrKidstra's participants and volunteers through various social and community initiatives.
- Deepens community building through interactions with external stakeholders (e.g. Volunteer Ottawa, Ottawa Community Immigrant Services Organization, etc.) to build transformational (not transactional) relationships.

Volunteer Coordination

- Leads the recruitment, coordination, and engagement of volunteers across the organization.
- Supervises, appreciates, and evaluates program volunteer contributions, ensuring volunteers feel supported and valued.
- Works closely with staff to ensure volunteers are placed in roles that align with their strengths and interests while supporting program and event needs.
- Coordinates the scheduling and execution of volunteer roles during events, ensuring efficient use of volunteer resources.

Program Facilitation:

- Assists Program Administration Manager with registration, attendance, database entry and program evaluation.
- Leads communication with students, parents, volunteers, and key stakeholders during program time to ensure smooth after-school operations.
- Responsible for reporting challenges and opportunities to the Program Administration Manager.
- Provides individualized and culturally sensitive support to OrKidstra students and their families, fostering trust and open communication.
- Facilitates wellness initiatives based on observations of child behaviour and classroom dynamics.
- Supports day-to-day tasks of Program Team associated with the After-School Program.
- With Program Team, supports the design and implementation of class schedules and programming.
- Helps create an inclusive environment that reflects trauma-informed practice, equity and belonging for all students.
- Coordinates with external partners or social services when necessary to connect families with additional resources.

Other

- Collaborates with the entire Team to reach annual organizational goals.
- Collects content for social media (including pictures, videos and testimonials) from programming for OrKidstra's Social Media Team.

Requirements (Education, Experience & Skills)

- University degree/college diploma or equivalent experience in an applicable field (e.g., Social Work, Child & Youth Worker, Social Development Studies, etc.).
- Experience and passion working with children and youth, and a commitment to community engagement.
- Musical background is a proven success factor for working at OrKidstra.
- Above average proficiency with software/technology, such as word processing, spreadsheets, databases, online calendars, email, online platforms (e.g., Microsoft Teams, Dropbox), and internet research.
- Minimum of two years of experience in a similar role (e.g., with a non-profit or charity preferred).
- A valid provincial driver's license and consistent access to a vehicle.
- Exceptional collaboration skills, combined with self-motivation, and the ability to be proactive and adaptable in a fast-paced environment.
- Experience in volunteer management and working with diverse groups of people, including youth and those from equity-deserving communities.
- Exceptional attention to detail, time management, and organizational skills.
- Excellent verbal and written communication skills in English essential (French and other languages are an asset).
- Able to work independently, as well as effectively in a team setting.
- Adaptable, flexible, and able to deal with a wide range of needs in a positive manner.

This role offers a chance to channel your passion and align your values with an organization that successfully empowers kids and builds community through the universal language of music. There is potential for future advancement within this role.

Compensation

OrKidstra offers a competitive compensation and benefits program, including health, dental and wellness benefits, a flexible workplace, and the opportunity to join a dedicated team that truly believes in the power of music to build community and transform children's lives.

Annual salary: \$48-\$58K (based on experience)

Applications

Please submit a cover letter and resume to **workwithus@orkidstra.ca** and tell us why you are a great candidate for this new and important position with OrKidstra. Applications will be reviewed on a rolling basis and will remain open until the position is filled; **candidates are encouraged to apply early.**

This position requires enhanced police clearance, technical aptitude screening and reference checks.

We thank all applicants for their interest and application; however, only those selected for an interview will be contacted.

Equity

OrKidstra is an equal opportunities employer committed to the principles of diversity and inclusion. We enthusiastically encourage applications from Indigenous Peoples, newcomers to Canada, IBPOC, persons with disabilities, 2SLGBTQ+ individuals, and members of racialized and marginalized groups. We believe our community is stronger when it benefits from the understanding and wisdom of people who have lived experiences with the communities we serve. OrKidstra is a place of belonging.