

## **Volunteer Management - Volunteer**

We are pleased to offer a volunteer opportunity for you to join our team in a Volunteer Management Volunteer role.

### **About Ottawa Region Educational Services:**

**Ottawa** Region Educational Services (TRES) is a sub-organization of ORES (a non-profit charitable organization). TRES provides individuals in the vicinity of the Ottawa Region with free educational resources in a safe and supportive environment that inspires, motivates, and helps set the foundation for personal growth.

### **About this opportunity:**

As a Volunteer Management volunteer, you will have the chance to build up your hard skills, such as:

- Communication – Ability to effectively convey information through speaking and writing.
- Delegation – Assigning tasks to individuals who best suit the work required.
- Collaboration – Working with coworkers to effectively plan and execute tasks.
- Problem-solving – Creating solutions for any conflicts that arise.

### **Projects can involve:**

- Ensuring volunteers are on-task
- Assisting new volunteers with any confusion
- Supporting volunteers
- Resolving conflicts

### **Requirements:**

- 12 years old or above
- Strong communication skills and interpersonal skills
- Excellent understanding of the subject matter being taught.

**The position will also work in various sectors of the company; business development, teaching, curriculum development, etc to support business growth.**