



Helping people live sustainably

Volunteer Opportunity Social Coordinator

Small but mighty green charity seeks an organized and creative individual to lead our social committee in the planning and execution of regularly scheduled events, to bring together staff and volunteers to foster team engagement and promote a fun and enjoyable work environment.

Reep Green Solutions is an environmental charity that helps people in Waterloo Region live sustainably. We work to empower people with the practical tools, knowledge and capacity for action to make sustainable living the norm. Our current focus areas are home energy efficiency, water conservation, green infrastructure, and waste reduction. In short, we work together with the community on practical solutions for addressing and adapting to climate change.

The Role of the Social Coordinator:

- Lead our social committee in the planning and execution of fun and engaging events for staff and volunteers;
- Research activities and venues, keeping budget and location/accessibility in mind;
- Promote events internally and track attendance;
- Survey staff and volunteers and examine trends in attendance to identify optimal event days/times;
- Facilitate (if/when necessary) and attend events to ensure everything runs smoothly;
- Gather feedback from attendees for continuous improvement.

We're looking for someone with:

- Experience planning and organizing events;
- Creative and fun ideas to engage teams;
- A high degree of responsibility and excellent time management skills;
- The ability to communicate easily with various people and easily form relationships;
- The ability to lead a team and to delegate tasks when needed.

Term: We are looking for a 1-year commitment from a dedicated volunteer, donating approximately 1 to 2 hours per week in addition to attendance at social events. Majority of work can be conducted from home on your own time, with the ability to attend monthly Social Committee meetings during regular office hours.

If you are interested in joining our team, please send your:

- a) Cover letter/email explaining why you are interested in this position &
- b) Resume/summary of applicable skills and work experience

via email to Volunteer Recruitment Lead, Anja Krstic at volunteerrecruitment@reepgreen.ca.

*Please Indicate where you heard of this posting.

Reep Green Solutions offers a fun and caring team environment consisting of staff and volunteers, working towards the shared goal of leaving our children a more resilient, vibrant, caring and sustainable community.