



Helping people live sustainably

Volunteer Opportunity Recruitment Lead

Local environmental charity seeks a highly organized individual to work with our Volunteer Coordinator and Office Manager to strengthen our recruitment, selection, and onboarding processes. Your passion for sustainability will guide the recruitment and onboarding of dedicated and enthusiastic high quality candidates to join the Reep Green Solutions team.

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 Recruitment Lead:

- Lead volunteer and staff recruitment activities, including drafting position descriptions and volunteer agreements and promoting/advertising available positions;
- Review application materials and provide recommendations to hiring managers;
- Participate in staff and volunteer interviews when possible;
- Be the first point of contact for interested volunteers and respond to volunteer inquiries by phone or email in a timely manner;
- Other duties as requested.

We're looking for someone with:

- Experience or training in Human Resources;
- Strong communication (oral, written, and listening) skills;
- Ability to work cooperatively and harmoniously as part of a multi-disciplinary team;
- Initiative, good judgment, and high ethical standards;
- Ability to work independently and bring your passion to build Reep Green Solutions' capacity through skilled staff and volunteer commitments.

Term: We are looking for a 1-year commitment from a dedicated volunteer, donating approximately 2-3 hours per week, as well as attendance at occasional staff meetings and interviews.

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.