homeless connect toronto

VOLUNTEER PLANNING TEAM RECRUITMENT DESCRIPTIONS

ABOUT HOMELESS CONNECT TORONTO

Since 2013, Homeless Connect Toronto (HCT) has coordinated "one-stop-shop" events for individuals at-risk-of and experiencing homelessness in Toronto. Our events bring together essential resources on housing, employment, ID clinics, health care, and other dignifying services (e.g., haircuts, foot care, manicures, clothing, etc.) under one roof for those at risk of or experiencing homelessness in Toronto. Service providers deliver as many of their services as they can on-site, minimizing the need for referral or follow-up. Community businesses also contribute to the event through offering services or in-kind donations. As a volunteer and service-run event, people from various sectors participate and actively engage in being a part of the solution to overcome homelessness in our city. In 2020, a new Community Connect event model has been launched and continues to be part of our event roadmap today.

Our vision at HCT is to assist individuals to connect the dots to end homelessness in their lives. HCT engages the community and creates sustainable partnerships to overcome homelessness in Toronto by:

- Increasing access to services by bringing providers to one centralized location
- Empowering guests by provide a space for their voices to be heard
- Fostering collaboration among local social service agencies by providing a comprehensive network of services
- Engaging business organizations to build partnerships with social service agencies
- Raising advocacy and awareness of issues contributing to homelessness through the united efforts homeless persons, volunteers, social services and businesses

QUALIFICATIONS AND SKILLS NEEDED FOR ALL LISTED POSITIONS:

Year-round commitment to planning and implementation, including attendance at:
- Appreciation Events (June),
- In their Shoes Summer Fundraiser (July - August TBC),
- Community Connect events (throughout the year)
- HCT11 (October)

Attend regular monthly planning and debriefing meetings;
Ability to work both independently and as a member of a team;
Self-motivated, strong personal initiative and ownership;
Highly organized and resourceful;
Strong communications skills – written and oral;
Ability to deal quickly with time sensitive material
Previous volunteer experience with HCT or similar experience preferred

Rolling application period until positions are filled
If interested, please (1) submit your volunteer application form (2) send your cover letter and resume to opportunities@hctoronto.org

HCT is committed to accommodating applicants with disabilities up to the point of undue hardship during the recruitment, assessment and selection process. Please notify HCT if you require accommodation in respect of the materials or procedures used at any time during this process. If you require accommodation HCT will work with you to determine how to meet your needs, please contact opportunities@hctoronto.org.

SERVICES CO-CHAIR (1 position)

Along with two Co-Chairs, this position serves as the main liaison between team and service providers, keeps track of all contact information and special requests of services, and collaborate with Logistics Subcommittee to arrange services for the day of the event for HCT11.

Reports to Project Coordinator

Primary Responsibilities

o   Update and maintain Service Provider contacts and communication in our CRM system
o   Ongoing communication and troubleshooting with Service Providers
o   Recruit new and current service providers for HCT programs
o   Work with Communications Subcommittee to create promotional material and signage for the event
o   Work with Logistics Subcommittee to place services in appropriate locations
o   Work with Data Subcommittee to develop Service Selection Forms
o   Assist in program evaluation and other administrative procedures as needed.

Time Commitment: Year-round commitment including monthly meetings; Approximately 5-10 hours each month, with October being a busier month.