

# DC Coding Association

## Manager of Programs and Volunteers

### Job details

We are looking for a passionate Volunteer Manager of Programs and Volunteers to join our non-profit organization based in BC, Canada. DC Coding Association is a non-profit organization that offers opportunities to children and beginners to learn coding, math and other valuable courses. There are children who face limitations in their learning opportunities due to their circumstances. Our aim is to extend our support by providing free learning opportunities.

We are seeking a well-organized and self-motivated individual to assist in managing and supporting all program planning, scheduling, supervision, and special event organization. Additionally, you will play a crucial role in managing and coordinating our volunteers.

**Position Type:** Online

### Qualifications

- Reporting program recommendations to the Executive Director
- Supervise and coordinate DC Coding programs and volunteers. Support our team to ensure success of programs
- Act as a liaison between our volunteer instructors, staff, and students
- Conceptualize new programs and implement community-based activities in a collaborative manner
- Help develop and support course schedules
- Program administration and set up
- Help to promote a positive, exciting, safe, and welcoming learning environment for our programs
- Help to plan and organize special events
- Assign responsibilities to volunteers and coordinate and communicate with them to ensure success
- Recruit valuable volunteers through various techniques
- Communicate frequently with volunteers to ensure they are satisfied and well-placed
- Make sure that the organization's purpose and its actions are effectively conveyed
- Good management skills
- Have great communication skills
- Be very responsible

- Willing to commit the time into this position

**Please fill out the form to apply: <https://form.jotform.com/221827461784261>**

Please contact [hr@dccoding.ca](mailto:hr@dccoding.ca) for any questions.

We are looking forward to working with you!



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