

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, this model was expanded for a youth-focused event.

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),
 - Ride for Refuge (Sept),
 - Pop-up events (throughout the year)
- 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

Closing Date for all positions: UNTIL FILLED

If interested, please submit your (1) volunteer application form, (2) cover letter and (3) resume to opportunities@hctoronto.org by the application deadline.

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.

SPONSORSHIP CO-CHAIR (1 position)

- Oversees the development of relationships with potential sponsors, apply for corporate and/or government grants, provide guidance to fundraising teams, work closely with finance and logistics to ensure sponsorship activities are meeting the needs of HCT events, and collaborate with the Communications Subcommittee to ensure that our sponsors are appropriately recognized

Primary Responsibilities

- Update and maintain sponsorship packages and partnership letters
- Apply for corporate and/or government grants as opportunities arise
- Work with Communications team to ensure sponsors are accurately represented
- Work with Finance Subcommittee to create yearly budget and cashflows
- Establish and maintain personal contact and relationships with funding contacts
- Ensure prompt acknowledgement of foundation gifts

Time Commitment: Year-round commitment including monthly meetings; Approximately 3-5 hours each month.