



## Volunteer Management - Volunteer

We are pleased to offer a volunteer opportunity for you to join our team in a Volunteer Management Volunteer role.

### About Alberta Educational Services:

Alberta Educational Services (AES) is a sub-organization of YRES (a non-profit charitable organization). AES provides individuals in the vicinity of the Alberta Region with free educational resources in a safe and supportive environment that inspires, motivates, and helps set the foundation for personal growth.

### About this opportunity:

As a Volunteer Management volunteer, you will have the chance to build up your hard skills, such as:

- Communication – Ability to effectively convey information through speaking and writing.
- Delegation – Assigning tasks to individuals who best suit the work required.
- Collaboration – Working with coworkers to effectively plan and execute tasks.
- Problem-solving – Creating solutions for any conflicts that arise.

### Projects can involve:

- Ensuring volunteers are on-task
- Assisting new volunteers with any confusion
- Supporting volunteers
- Resolving conflicts

### Requirements:

- 12 years old or above
- Strong communication skills and interpersonal skills
- Excellent understanding of the subject matter being taught.

The position will also work in various sectors of the company; business development, teaching, curriculum development, etc to support business growth.