



VOLUNTEER

Position:	Digital Learning Volunteer
Department:	Employment and Training Services
Number of positions:	8-10
Commitment Requested:	5 months
Work Hours:	Flexible, 2-4 hours per week
Supervisor:	Digital Learning Coordinator
Posting Date:	December 20, 2021
Application Deadline:	January 14, 2022
Location:	Remote

Fred Victor is a not-for-profit, multi-service community-based organization that has assisted people living on low incomes in Toronto for over 125 years. We work in partnership with individuals from diverse backgrounds who face poverty, homelessness, mental health issues, addictions, and/or social isolation to address their needs and hopes and advocate for a more equitable society. Please see our website at www.fredvictor.org. Fred Victor works with a highly diverse population of people and upholds the values of respect, choice and inclusion.

Position Summary:

As a member of the Employment & Training Services (ETS) Team, the Digital Learning Volunteer will play a key role in helping update and build online training workshops to be delivered virtually via e-learning platform EasyGenerator. The Digital Learning Volunteer will work with the Digital Learning Coordinator and other volunteers to coordinate the creation of interactive e-learning courses to engage and educate Fred Victor clients.

Responsibilities May Include:

- Along with the Digital Learning Coordinator, support with the creation of project timelines and deliverables for the 5-month e-learning project moving 50 priority PowerPoint workshop trainings to e-learning modules
- Drive the project deliverables from start to completion ensuring all deadlines are met
- Attend monthly project check-in meetings with volunteer team to discuss progress and any challenges
- Working with the Digital Learning Coordinator, utilize client feedback of completed e-learning modules to learn and input insights into future courses
- Develop and improve digital training materials as guided by ETS staff team
- Support the creation of workshops in the following areas:
 - Career Exploration
 - Computer Training
 - Job Search
 - Life Skills
 - Workplace Skills
 - Program Specific, for example Fred Victor's SSTEP program
- Transform current PowerPoint training content into engaging online courses using an e-learning authoring software, EasyGenerator, including adding multimedia content – audio, video, photos

Qualifications and Skills:



- Experience working with a Learning Management System or online e-Learning authoring tool
- Prior experience with instructional design, teaching, tutoring or coaching
- Tech-savvy, comfortable learning new online platforms and applications
- Phenomenal attention to detail; strong writing skills are a must
- Ability to present information in a clear, concise and easy-to-understand way
- Understanding of the discrimination and barriers facing people with lived experience of mental health, addictions, homelessness and poverty
- Self-motivation and able to work independently
- Demonstrated initiative and a positive, supportive manner

Working Conditions:

These volunteer hours will primarily involve sitting and working at a computer, interacting with staff and on occasion community members. There are no physical requirements regarding loading, lifting or bending.

Disclaimer:

This job description indicates the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required by the volunteer. Volunteers may be asked to perform some or all of these duties based on readiness and training.

Volunteers at Fred Victor are taken through an onboarding process that includes: an interview, background check, orientation and training.

Please submit a resume detailing how you meet the job requirements by e-mail no later than:

Friday January 14, 2022 (11:59pm) to:

Digital Learning Coordinator | Employment and Training Services | ets@fredvictor.org

Applicants should quote the volunteer position title in the subject line.

NO PHONE CALLS OR FAXES PLEASE.

Proof of Covid-19 Vaccinations and a Police Record Check are required by the final candidate(s) prior to volunteering. Fred Victor covers the cost of Police Records Check.

All Internal and External job applicants must declare their vaccination status in their job applications—whether they have been fully or partially vaccinated. All candidates offered a position with Fred Victor Centre must be fully vaccinated and provide proof of their vaccination as a condition of employment. Fred Victor Centre will comply with its Human Rights obligations and accommodate employees who are legally entitled to accommodation.

We strive to foster a workplace that reflects the diversity of the community we serve and welcome applications from all qualified candidates; however, only those selected for an interview will be contacted.

Fred Victor is also committed to developing an inclusive, barrier-free selection process and work environment. If contacted, please advise the hiring manager if you require any accommodation measures to ensure you will be interviewed in a fair and equitable manner. Information received relating to accommodation requests will be treated with confidentiality.