



**2026 SUMMER STUDENT POSITION**  
**Volunteer & Community Engagement Officer**  
**One (1) Position: Halton Hills and Milton**  
**(8 weeks- \$17.60/hour)**

Community Development Halton (CDH) is a non-profit organization committed to building a society in which diversity, equity, and social and economic justice are central to all aspects of our lives. CDH is made up of two pillar services: Social Planning and Research and Volunteer Halton.

Volunteer Halton is a flagship program of CDH with a focus on increasing public access to meaningful volunteer opportunities for all residents across Halton Region. Volunteer Halton is seeking dynamic and creative post-secondary student with a passion for community development, digital promotion, and member engagement for the position of Volunteer & Community Engagement Officer for an 8-week term in Summer 2026.

This position will focus on the Milton-Halton Hills communities.

The **Volunteer & Community Engagement Officers** will focus on supporting the Volunteer Ambassador program and its volunteer team members, collecting data on outreach engagement and member organizations, and helping to promote volunteerism in Halton.

**Specific Responsibilities**

The Volunteer & Community Engagement Officers will be responsible for the following activities:

- Volunteer Ambassador Program
  - Working under the guidance of the Member Engagement & Community Outreach Coordinator:
    - Secure locations to host volunteer information sessions and volunteer fairs across Halton Region.
    - Assist the Member Engagement & Community Outreach Coordinator in the connection to and management of the Volunteer Ambassador team members
    - Be the primary staff persons accompanying Volunteer Ambassador team members at community event.



- Ability to work in a hybrid model; combination of in-person and remote work.
- Access to a car or reliable transportation required.
- Able to work independently and as part of a team.
- A passion for collaborating with people.
- A professional, enthusiastic, flexible, and energetic demeanour.

### **Benefits**

- Career-related training in nonprofit and volunteer management
- Access to learning materials
- Support for skills development in volunteer engagement and communications.

### **Terms**

- Fixed-term contract, 8 weeks.
  - 35 hours per week, Monday to Friday, the occasional weeknight evening or Saturday may be required.
  - \$17.60 per hour plus 4% vacation pay.
  - Start date: June 15, 2026

*Since this is a funded position by Canada Summer Job grants, all applicants must be a youth (Citizen, Permanent resident, or Conventional Refugee) between 15 -30 years of age to qualify.*