

### **Who We Are:**

Founded in 2000, Daytrippers ([www.daytrippers.ca](http://www.daytrippers.ca)) is a non-profit children's charity, raising funds for trips to enable enriching learning opportunities for in-need children across Canada, by removing financial barriers of access to education and cultural experiences. Daytrippers is a grassroots, Toronto-based charity run by its volunteers; we are committed to unlocking the potential through opportunity.

## **Volunteer, Operations, Toronto, ON.**

The Trips Committee is responsible for adjudicating trip funding requests from teachers across Canada, liaising with teachers and dispersing funds for approved trips. Collaborating with the Daytrippers Executive Committee, the Trips Committee focuses on developing strong relationships within the community as well as with private-sector donors, while expanding awareness of Daytrippers across Canada.

### **What You Will Do:**

- Ensure teachers receive timely communication from the Trips Committee, aligning with our stated approval criteria
- Support the co-chairs in the design, implementation and oversight of all Trips initiatives
- Provide support on trip application pipeline and process
- Manage and enhance communications strategies to better engage teacher community
- Ensure application responses are delivered in a timely manner
- Collaborate with Co-Chair and Analytics team to ensure all commitments to teachers are maintained
- Provide other support, as needed

### **Who You Are:**

As a member of the Daytrippers Trips Committee, you have the following:

- Proven flexibility and adaptability skills, as the multiple approval cycles can increase workloads during peak times
- Strong communication skills – written and verbal
- Previous volunteer experience is not required.

### **About the Volunteer Experience**

All volunteer positions are designed for professionals with busy lives. Committee members and co-chairs make a 1-year commitment. This role has low activity between May – August; however, during peak season (September -April) this role requires a commitment of 3-4 hours a week. Committee meetings take place outside of normal business hours and can typically be accessed by conference call if necessary. All volunteers have the opportunity to be core to our decision-making process.

**How to Apply:** Please state your interest and email your resume to [recruitment@daytrippers.ca](mailto:recruitment@daytrippers.ca), noting 'Operations Volunteer' in your email subject line.