



YSC Volunteer Manager

Youth Singers of Calgary is seeking a full-time **Volunteer Manager** to steward and coordinate a robust volunteer program of member parents and family volunteers who support all aspects of YSC's artistic and administrative operations. The Volunteer Manager will foster a positive, well-organized volunteer environment that supports both our volunteers and the needs of the organization. The Volunteer Manager reports directly to the CEO.

Volunteer activities occur Monday, Wednesday, and Thursday evenings, as well as on certain weekends during the regular September to June season.

About Youth Singers of Calgary

Youth Singers of Calgary (YSC) is a vibrant, community-driven charity that brings music, movement, dance, and drama to over 500 young performers each year, with a mandate to create a joyful, inclusive space where young people can grow, express themselves, and shine through the performing arts.

YSC operates year-round, supported by a passionate mix of artistic staff, a nimble administrative team, and a powerhouse volunteer community contributing over 36,000 hours annually. Our home is the ATCO Performing Arts Centre (APAC), a creative hub with rehearsal studios, a recording space, costume and set workshops, and offices.

Key Responsibilities

- Foster a positive volunteer environment by matching members' skills to operational needs
- Manage volunteer activity for over 300 volunteers
- Oversee member bingo commitments
- Support volunteers in leadership positions with resources, procedures, and feedback
- Additional tasks to support YSC operations as needed

Qualifications & Competencies

- Minimum 2 years experience managing volunteers or equivalent relevant experience
- Post-secondary education in social work, human services, community development, education, psychology, or a related field; or equivalent combination of education and experience
- Excellent written and verbal communication skills
- Demonstrated skill in building relationships, navigating sensitive situations, and creating environments where people are valued
- Demonstrated ability to address volunteer concerns and conflicts with sound judgment
- Class 5 driver's licence
- Clear Police Information Check with Vulnerable Sector Search
- Ability to stand and walk for several hours at a time; and lift, carry, and move items weighing up to 40 lbs., with reasonable accommodation as required



Employment Details

- 35 hours per week
 - Approximately 15 scheduled on-site hours during rehearsal weeks, including Monday, Wednesday, and Thursday evenings
 - Average of 20 on-site weekend hours each month from September to June
 - Evening and weekend hours are included in the 35-hour work week
- Flexibility for remote work outside of scheduled on-site hours
- Location: 1371 Hastings Crescent SE, Calgary, Alberta
- Start Date: October 13, 2026

Compensation

- Annual salary of \$45,000 to \$46,800 commensurate with experience, 35 hours per week
- Group benefits plan, 70% of premiums covered
- Discounts on tuition to YSC programs

Apply

Please submit a cover letter and resume hr@youthsingers.org by September 30, 2026. We thank all candidates for their interest. Only those selected for an interview will be contacted.