



## Coordinator Gift of Giving Back - Oakville Rangers Hockey Club

**Job title:** Coordinator Gift of Giving Back  
**Location:** Remote position, access to office when needed  
**Terms:** Estimated: 1-2 hours/week Sept 1 – Nov 1st, 4-6 hours/week Nov 2 – Dec 1st, Dec 5/6/7 full day  
**Salary/rate:** \$23.00/hour

**About us:** The Gift of Giving Back is the largest community food drive in Canada. The Oakville Rangers Hockey Association has made supporting this initiative a top priority.

**About the role:** The Coordinator GOGB will lead the initiative within the ORHC organization. Working with the ORHC staff and executive/board this candidate will liaise with members of the GOGB organization to launch and host the 2024 food drive.

- Responsibilities:**
- Prepare 2024 plan to launch and host GOGB on behalf of ORHC
  - Prepare communications for rep and HL
  - Develop social and web promotion plan for GOGB to Ranger audience (ie. Social media content direction and direction for website updates)
  - Organize and assist in hosting GOGB kick off meeting
  - Liaison/Coordinate with recipient charities (5 of them) about GOGB program
  - Manage distribution of blue GOGB bags
  - Coordinate volunteers
  - Coordinate food drop schedule
  - Organize food drop at GOGB drop night
  - Attendance and coordination during GOGB drop off evenings
  - Complete volunteer hour forms for high school students
- Candidate requirements:**
- Ability and experience leading projects/event management
  - Excellent organizational, time management and communication skills

### Contact us to apply

Please email resume to [operations@oakvillerrangers.ca](mailto:operations@oakvillerrangers.ca)

