



Volunteer Virtual Program Support Assistant

General Program

About

Park Street Education is a Canadian charity providing free virtual academic and socio-emotional programming for youth facing barriers to Education, helping them build academic skills, confidence, and meaningful connections. Volunteers support teachers by helping classes run smoothly.

Schedule & Commitment

- Remote, Volunteer/Practicum
- Monday to Thursday
- Classes held between the hours of 5:00 PM – 8:30 PM EST
- 8-week term (Oct. 19–Dec. 11)
- Up to 61 hours total if supporting all sessions. Placements may be shared across multiple volunteers depending on availability.

Responsibilities

- Open and manage Zoom sessions
- Admit students and manage breakout rooms
- Monitor chat and provide technical support
- Track attendance and take session notes
- Administer surveys for impact reporting as necessary
- Capture approved screenshots and in-class content
- Support student reminders and follow-up communications as needed
- Assist with logistics and student engagement

Qualifications

- Reliable and organized
- Strong communication and interpersonal skills
- Strong problem-solving skills, with the ability to think quickly, troubleshoot issues, and adapt in a fast-paced virtual environment.
- Professionalism
- Comfortable using Zoom



- Ideal for students in Education, Social Work, Child and Youth Care, Psychology, Sociology, Human Services, Community Development, or related fields

Screening

- Vulnerable Sector Check required
- References may be requested.

Benefits

Gain experience in nonprofit program delivery, virtual education settings, youth engagement, and receive mentorship and a reference letter upon successful completion.