

ПЛАСТ
ОРГАНІЗАЦІЯ УКРАЇНСЬКОЇ МОЛОДІ В КАНАДІ
КРАЙОВА ПЛАСТОВА СТАРШИНА



PLAST
UKRAINIAN YOUTH ASSOCIATION OF CANADA
NATIONAL EXECUTIVE
EXECUTIVE NATIONALE DE L'ASSOCIATION
DE LA JEUNESSE UKRAINIENNE DU CANADA

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17го Квітня, 2026р.

2026 ПЛАСТ КАНАД Літні Роботи Можливості/PLAST CANADA Summer Job Opportunities

З приємністю оголошуємо праці при КПС Канаді протягом цього літа.

Program Assistant (1 посада)

Program Assistant- Education will work under the direction of the National Director of Training – Younger Junior Members (Референт УПН) and the Plast Resource Centre Coordinator to update and organize all resources related to the Plast scouting programme for children aged 6-11 years in an accessible digital format.

Administrative Assistant (1 посада)

Administrative Assistant will facilitate digitalization of training handbooks and policies, streamline onboarding protocols for new Board of Director members, and improve communication and collaboration between Plast scout leaders across Canada.

Просимо поширити реклами про ці праці поміж молоддю вашої станиці/групи/громади.

Реченець зголошення 05/01/2026.

Дякую!

СКОБ!

пл. сен. Катруся Долішна

Kathie Doliszny
President
Plast Canada National Executive
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Toronto, ON
M9A 3W6
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Please see detailed job descriptions and instructions below.

**Summer Employment Opportunity
PLAST CANADA**

Program Assistant- Education

Application deadline – 05/01/2026

We will review resumes as they are received and will offer the position as soon as a suitable candidate is found.

Plast Ukrainian Youth Association of Canada (Plast Canada) is seeking to hire a **Program Assistant- Education** to work under the direction of the National Director of Training – Younger Junior Members and the Plast Resource Centre Coordinator to update and organize all resources related to the Plast scouting programme for children aged 6-11 years in an accessible digital format.

To be eligible, candidates:

- must be between 15 and 30 years of age at the start of the employment
- must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act
- must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- should have knowledge of Plast programming

Duties: Reporting to the Plast Canada National Director of Training – Younger Junior Members (aged 6-11 years), the Program Assistant-Education will work in cooperation with the Plast Resource Centre Coordinator the Plast Canada System Administrator to :

- Compile an inventory of existing digital and manual resources;
- Contact Plast Branches and Groups for additional resources;
- Organize all resources in accessible digital format, prioritizing ease of access by program volunteers across Canada (Google Drive, One-Drive or similar)
- Populate digital folders with additional resources for scout rank advancement and merit badge/personal achievement badge programming, respectively.
- Re-organize/tag resources by groupings (age, topic, scout rank advancement, merit badge/personal achievement badge, age, site-specific activities (indoor, outdoor, camping)
- Recruit volunteer scout leaders to access the newly-organized electronic filing system and provide feedback as to its ease of use.
- Other duties as assigned by National Director of Training- Younger Junior Members (aged 6-11 years) .

Requirements:

- effective communication skills (written and oral);
- strong computer skills, including Microsoft Office, Google Forms;
- proficiency in electronic file management;
- proficiency in web-based searches ;
- ability to effectively find, evaluate, and synthesize information;

- good organizational, time-management skill;
- attentive to details, responsible, can work independently and report to supervisor;
- knowledge of Plast programs or scouting;
- ability to operate office equipment;
- proficiency in English and Ukrainian would be an asset.

Term: 8 weeks at 35 hrs per week. Monday to Friday during office hours (9am-5pm)

Hourly wage: \$19.60.

Start day: May 13, 2026 or later as agreed.

Place of work: remotely and/or in office at Plast Huculak Centre at 516 The Kingsway, Toronto

To apply: Applications must include a resume and cover letter describing why you are the ideal candidate for the position. Please indicate your name and “**Program Assistant- Education**” in the Subject line of your email and submit applications and supporting documents to: plast@plastcanada.ca Attention: Marysa Fosty, National Director of Training – Younger Junior Members. Deadline for applications: 05/01/2026

Summer Employment Opportunity PLAST CANADA

Administrative Assistant

Application deadline – 05/01/2026

Please note that we will review applications as they are received and will offer the position as soon as a suitable candidate is found.

Plast Ukrainian Youth Association of Canada (Plast Canada) is seeking to hire an Administrative Assistant to facilitate digitalization of training handbooks and policies, streamline onboarding protocols for new Board of Director members, and improve communication and collaboration between Plast scout leaders across Canada.

To be eligible, candidates:

- must be between 15 and 30 years of age at the start of the employment
- must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act
- must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- should have knowledge of Plast programming

Duties: Reporting to Vice-President-Administration, Plast Canada, the Administrative Assistant will work in cooperation with Plast Canada Office management and Plast Canada System Administrator to:

- Assist the System Administrator in operationalizing a self-hosting file storage and collaboration platform to improve communication and collaboration amongst Plast leaders across Canada.
- Assist the Vice-President-Administration in creating onboarding protocols for new Board members and scout leaders.
- Maintain and organize files, records, and documents in digital and physical formats for easy access and retrieval.
- Other duties as assigned by Plast Canada Administration.

Requirements:

- effective communication skills (written and oral);
- strong computer skills, including Microsoft Office, Adobe Standard and Adobe Pro;
- proficiency in formatting, layout, design and editing of documents;
- experience using web-based platforms for administrative work;
- good organizational, time-management skill;
- attentive to details, responsible, can work independently and report to supervisor;
- knowledge of Plast programs or scouting;

- ability to operate office equipment;
- proficiency in English and Ukrainian would be an asset.

Term: 8 weeks at 35 hrs per week. Monday to Friday during office hours (9am-5pm)

Hourly wage: \$19.60.

Start day: May 13, 2026 or later as agreed.

Place of work: remotely and/or in office at Plast Huculak Centre at 516 The Kingsway, Toronto

To apply: Applications must include a resume and cover letter describing why you are the ideal candidate for the position. Please indicate your name and "Administrative Assistant" in the Subject line of your email and submit applications and supporting documents to: plast@plastcanada.ca
Attention: Lubko Belej, Vice-President-Administration. Deadline for applications: 05/01/2026