

Volunteer Coordinator (Volunteer Position)

Overview:

The Volunteer Coordinator is responsible for the administration and coordination of volunteer recruitment, management, retention and assignments, liaising with the Executive Director

Primary Responsibilities:

1. Design and implement strategies for volunteer recruitment
2. Preparing and conducting interviews, placements, and orientation/training of volunteers
3. Working with Executive Director to identify areas of need for volunteers within all facets of the agency
4. Preparing and monitoring volunteer schedules
5. Maintaining regular communication with volunteers to ensure satisfaction of volunteers, staff, and clients.
6. Prepare and conduct volunteer recognition activities
7. Maintain data base, and other sources of documentation as it pertains to volunteers
8. Conduct and attend information/recruitment meetings
9. Handle aspects of volunteer management
10. Promote volunteerism through local schools for youth 18-21.

Expectations

- Must be able to work independently and as part of a team. Judgment will need to be exercised in deciding the task assignment of volunteers, assessing the qualifications of prospective volunteers and deciding which items should be referred to the attention of the Executive Director.
- Willingness to be flexible, and perform tasks as requested by the Executive Director
- Exercise tact, discretion, and confidentiality

Knowledge, Skills, Education and Experience:

- Thorough knowledge of volunteer practices and procedures with proven experience in this area. Strong interpersonal skills are mandatory.
- An above average ability to communicate orally and in writing is necessary.
- Must be capable of planning, organizing and directing under minimum supervision.
- Post-secondary school education (college/university) preferred
- Computer skills are an asset.
- Minimum of 1 year with volunteer coordination or management is preferred.

Interested applicants are asked to submit a cover letter and resume to Katie Jacobs, Executive Director at: executivedirector@Ldahalton.ca. Successful applicants will be contacted for an interview