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Volunteer Coordinator

Employer: Brighter Beginnings

Posted: 1 months ago

ES Job ID: 15361

Sector(s): Other

Closing Date: April 09, 2024

Location: Sault Ste. Marie

Duration: Full Time

Job Description:

Volunteer Coordinator - Assistant to General Manager

Position:

The Volunteer Coordinator will be responsible for the administration and coordination of volunteer recruitment, screening, selection, training, retention, scheduling, motivation, and evaluation of volunteers under the direction of the General Manager.

This position is responsible for the development and execution of the volunteer program. A key component of this position of volunteering opportunities to the public, and local schools.

Position details:

- 40 hours per week Monday to Friday
- Flexibility included but not limited to an extended day, work evenings, weekends, and the occasional statutory holiday is required
- Must be able to work independently and as part of a team
- Must be able to multi-task a variety of overlapping priorities
- Willingness to be flexible, and perform additional tasks or special projects as requested
- Exercise tact, discretion, and confidentiality

Specific responsibilities of the position include:

- Recruitment, screening, selection, training, scheduling, retention, motivation, and evaluation of volunteers
- To promote our opportunities for volunteering to the public
- Responsible for the continuing development of the volunteer program
- Develop position descriptions as required to meet the needs of all programming and update as required
- Develop and execute a volunteer recruitment and retention strategy
- Develop a volunteer recognition program, planning and execution of volunteer thank-you event
- Maintain volunteer database, filing system for applications and other relevant details (police checks) for each volunteer and track all documentation as it pertains to volunteers
- Adhere to guidelines established in the Policy Manual, including reporting of any abuse
- Designing and conducting training and orientation program and on going supports for all volunteers
- Help with planning and implementation of fundraising as requested
- Sometimes required to lift or handle equipment or materials of moderate weight
- Assist General Manager with administrative and routine clerical duties
- Responsibilities may include - answering phone calls, greeting and directing the public and guests, arrange for maintenance and repair work, photocopying and collate documents for distribution, mailing and filing.
- Other duties as assigned by General Manager or Board of Directors
- Attend board meetings as requested

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Required Skills:

The Ideal candidate would possess the following qualifications:

- Experience with volunteer management
- Detail oriented team worker who can work independently with limited supervision
- Strong written and verbal communication and interpersonal skills
- Results oriented with strong organizational, presentation, and problem-solving skills
- Good training, coaching, and mentoring skills are essential
- Familiar with and skilled in Microsoft Office applications including Word, Excel, Publisher, Power Point, and email And interent
- Familiarity with issues of poverty, homelessness, and knowledge of local social agencies an asset
- Ability to communicate in a friendly and informative manner with people from a wide variety of cultural and ethic backgrounds and lifestyles
- Valid drivers license preferred (to run local errands as required)
- Post-secondary school education (college/university) in Human or Social Services preferred
- Minimum of 1 year with volunteer coordination or management is preferred

Requirements:

Screening Requirements:

- Criminal Record Check with Vulnerable Sector
- Drivers abstract
- Current Standard First Aid & CPR-C Certificate

How to Apply:

Interested candidates are invited to submit their cover letter and resume by to:

Ron Sim
General Manager
Sault Ste. Marie Soup Kitchen Community Centre
Email: soupkitchen@shaw.ca

We thank all applicants for their interest in this position. However, only candidates selected for interview will be contacted.

The Sault Ste. Marie Soup Kitchen Community Centre is an equal opportunity employer who is committed to diversity within our community and welcomes applications from all qualified individuals regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, or disability. The Sault Ste. Marie Soup Community Centre is committed to the principal employment opportunity for all employees, in accordance with provincially and federally legislated protected grounds.