

JOB POSTING

(Internal and External)

The Volunteer Coordinator provides day to day support to volunteers and staff in all Shepherds of Good Hope programs. The Coordinator has a strong understanding of the varying needs of the non-profit sector and today's volunteers to ensure that volunteer placement is effective and rewarding for both the volunteer and the community.

POSTING NUMBER: 2017-034

POSITION: **Full Time Volunteer Coordinator**
Weekend and evening shifts required.

PAY RATE: **Pay Grade 4**
\$44,151.66 – \$56,766.42 per annum

POSTING DATE: May 5, 2017

CLOSING DATE: Send your resume and covering letter, quoting posting number **2017-034** to hrrecruitment@shepherdsofgoodhope.com no later than **4:00 p.m. on May 19, 2017.**

QUALIFICATIONS

Post-secondary education in a social services related field with a minimum of 2 years' experience providing direct or indirect support to volunteers in a fast paced environment, as well as strong database management skills. Formal education in the field of Volunteer Management and experience using The Raiser's Edge software program are considered assets.

RESPONSIBILITIES

- Maintain a current list of vacant volunteer positions and seek opportunities to recruit volunteers by liaising with community groups, at events and online.
- Work with new volunteers to ensure the recruiting and orientation process is completed and all necessary documentation is on file.
- Visit programs regularly to develop rapport with volunteers and staff. Follow up on volunteer/staff feedback and concerns.
- Maintain volunteer records and hours using The Raiser's Edge database system.
- Provide support to staff setting up group volunteering and special volunteer activities.
- Ensure forms, job descriptions and print materials are kept current by reviewing program and volunteer needs.
- Assist with planning and executing various volunteer appreciation activities.
- Contribute to the monthly volunteer newsletter, identify and interview volunteer of the month candidates.
- Participate in corrective action with volunteers. Provide coaching, feedback and support to volunteers.
- Identify training opportunities for volunteers.
- Physical demands may include long periods of sitting and standing, and lifting up to 25kg.
- Complete additional tasks as required

Shepherds of Good Hope is committed to being responsive to the diverse needs of our clients, residents, employees and volunteers, including those with disabilities. Please inform if you require accommodation through the hiring process, so that we can make every effort to meet your needs.