



JOB POSTING
Human Resources
Volunteer Coordinator
Part-Time Permanent
30 hours per Week
(Monday- Friday - 6 hours per Day)
1 Position
Wage- \$19.00- \$22.00 per Hour
Posting No. MS0135

POSITION SUMMARY:

Responsible for the coordination of the volunteer program including recruitment, screening, placement and recognition. The coordinator will also provide support to programs in the effective utilization and support of volunteers.

KEY RESPONSIBILITIES:

- Based on a needs analysis of program areas, recruit, screen and interview volunteers for placement
- Ensure the development of Job Descriptions, volunteer engagement contracts and all other documentation is up to date
- Ensure orientation and training of volunteers
- Plan and execute volunteer appreciation events
- Recognize volunteers through existing (local/provincial) award opportunities
- Communicate regularly with volunteers
- Oversee and monitor a volunteer database
- Develop outreach and communication plans to identify prospects and recruitment goals
- Represent the organization at public meetings, volunteer coordinator events and presentations to the community
- Evaluate the program using an internal perspective; programs, staff and organizational impact
- Gather and utilize volunteer feedback using various engagement methods (survey, focus groups, etc.)
- Work with program staff across the organization to identify ever-changing needs which can be supported through volunteerism
- Build individual and organizational capacity through memberships, conferences and workshops
- Be guided by evidence informed practice and best practice guidelines through the volunteer sector

QUALIFICATIONS:

- 2-3 years experience in a similar capacity
- Certificate in Volunteer Management an asset
- Post-secondary degree or diploma an asset

- Experience in group facilitation, training and support
- Experience in managing individuals and/or groups of people
- Experience with Volunteer software/databases an asset
- Excellent communication skills
- Ability to build relationships and motivate individuals
- Highly organized; attention to detail
- Commitment to upholding the organization's mission, vision and values
- Commitment to advance the organizational strategic plan

HOURS:

- 30 Hours Per Week
- Monday to Friday, 6 Hours Per Day

REQUIREMENTS:

- Police Vulnerable Sector Check
- Two-Step Tuberculosis Skin Test
- Proof of COVID-19 vaccination, or willingness to register to receive this vaccination as soon as possible

To apply for this position, please send your cover letter and resume by 5:00PM on December 2, 2021 to:

Director of Human Resources

Mission Services of Hamilton

Email: HR@mission-services.com

At Mission Services of Hamilton, we value diversity in our employees and we work from an anti-racism/anti-oppression framework and strive for equity and inclusion.

We strive to foster an organization that reflects the diversity of the community we serve and welcome applications from all qualified candidates. We encourage applications from individuals from underserved and underrepresented cultural and racial communities, from First Nations Inuit and Metis communities, Two-Spirit, LGBTQIA+ communities, and people living with disabilities

Mission Services is also committed to developing an inclusive, barrier-free selection process and work environment. We thank all applicants, however, only those candidates selected for an interview will be contacted. If contacted, please advise us if you require any accommodation measures to ensure you will be interviewed in a fair and equitable manner. Information received relating to accommodation requests will be treated with confidentiality.