

## Volunteer Coordinator

Hours/week: 12

Days and times to be determined

Rate of Pay: \$15.00

### Qualifications:

- ?? Diploma from a Volunteer Management course from an accredited College or University and/or a combination of relevant education and experience;
- ?? Two to three years experience coordinating a community based volunteer program is considered an asset;
- ?? Knowledge of a community-based not for profit organizations is considered an asset;
- ?? Experience planning/scheduling /evaluating large events is considered an asset;
- ?? Experience in program development, implementation, monitoring and evaluation;
- ?? Proficiency in the use of computers, and various software applications;
- ?? Strong organizational, interpersonal and communication skills;
- ?? Sensitivity and awareness of cultural, racial, economic, and socially diverse communities;

### Responsibilities:

- ?? Recruit volunteers in line with the mission and vision of FTND
- ?? Develop an orientation package, job descriptions (where necessary)
- ?? Participate in volunteer policies and procedures development
- ?? Assure job descriptions/orientation package/interviews and filing of new volunteers, training, and performance evaluations are maintained
- ?? Participate in community events and committees related to volunteers
- ?? Act as a resource person to FTND staff to provide volunteers where needed and schedule volunteers to cover needs
- ?? Plan volunteer appreciation event once per calendar year and show appreciation throughout the year through cards, letters, verbal, etc.
- ?? Strive for happy volunteers that are engaged in activities that are of interest to them.
- ?? Conflict resolution among volunteers or volunteers and staff.
- ?? Participate in community awareness activities from time to time.
- ?? Travel as authorized by Executive Director
- ?? Other responsibilities as assigned by Executive Director.

Supervisor: Executive Director

Updated: January 10, 2010