



Provincial Job Description

TITLE:
(185) Volunteer Coordinator

PAY BAND:
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FOR FACILITY USE:

SUMMARY OF DUTIES:

Coordinates the recruitment, training and recognition of volunteers in all agencies of the organization. Coordinates, plans, implements and maintains various volunteer programs and services to enhance the care of clients/patients/residents.

QUALIFICATIONS:

- ◆ Grade 12
- ◆ Volunteer Sector Management Program certificate

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Intermediate computer skills
- ◆ Communication and interpersonal skills
- ◆ Leadership and organizational skills
- ◆ Ability to work independently
- ◆ Valid drivers license

EXPERIENCE:

- ◆ **Previous: Twenty-four (24) months previous experience in coordinating volunteers.**

KEY ACTIVITIES:

A. Volunteer Coordination

- ◆ **Recruits, interviews, screens and trains volunteers (e.g., with the appropriate skills to meet the needs of the organization).**
- ◆ **Coordinates the activities of volunteers (e.g., bereavement, school tours, pastoral care, grant applications, fund-raisers, meals-on-wheels, palliative care services).**
- ◆ **Evaluates and monitors effectiveness of volunteers and terminates if necessary.**
- ◆ **Maintains volunteer manuals.**
- ◆ **Creates schedules and assigns duties based on volunteer skills and abilities (e.g., short-term respite, visitations, youth volunteers).**
- ◆ **Liaises with facilities to match clients with volunteer.**
- ◆ **Keeps statistics on volunteer activities and tracks quality improvement/risk management initiatives.**
- ◆ **Plans and implements volunteer recognition activities.**

B. Program Coordination

- ◆ **Promotes public awareness of volunteer programs through media, speaking engagements.**
- ◆ **Liaises with other community groups and other volunteer programs within the organization (e.g., schools, service groups and faith communities).**
- ◆ **Organizes community events.**
- ◆ **Participates in workshop and conference planning.**
- ◆ **Monitors budget activities and approves expense forms.**
- ◆ **Coordinates programs (e.g., bereavement, school tours, pastoral care, fund raisers).**
- ◆ **Prepares grant applications.**

C. Related Key Work Activities

- ◆ **Books rooms.**
- ◆ **Maintains program and departmental files.**
- ◆ **Orders office and program supplies.**
- ◆ **Performs word processing/data input.**
- ◆ **Maintains records and writes reports.**

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: September, 2006