



Provincial Job Description

TITLE:
**(345) Volunteer & Health Promotion
Coordinator**

PAY BAND:
12

FOR FACILITY USE:

SUMMARY OF DUTIES:

Develops and implements volunteer programs. Provides health promotion and wellness activities. Coordinates Lifeline program within the health region.

QUALIFICATIONS:

- ◆ **Grade 12 plus**
 - ◆ **Accredited certificate in Volunteer Management**

KNOWLEDGE, SKILLS & ABILITIES:

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

EXPERIENCE:

- ◆ **Previous:** **Twelve (12) months previous experience in coordinating volunteers and/or community programs.**

KEY ACTIVITIES:

A. Volunteer Coordination

- ◆ **Determines needs of clients and services required.**
- ◆ **Recruits, screens and trains volunteers.**
- ◆ **Matches volunteers to requests for services.**
- ◆ **Supervises volunteers and evaluates quality of service provided.**
- ◆ **Organizes volunteer recognition programs.**
- ◆ **Liases with staff and other groups when planning new programs.**
- ◆ **Modifies services to meet changing program needs.**
- ◆ **Orientates staff to volunteer program.**

B. Health Promotion

- ◆ **Responds to identified needs (e.g., requests from the community, health region initiatives).**
- ◆ **Coordinates and implements programs to meet identified needs.**

C. Lifeline Coordination

- ◆ **Coordinates home installations.**
- ◆ **Provides instruction to subscribers and responders.**
- ◆ **Maintains records of subscriber history and inventory.**
- ◆ **Troubleshoots problems reported by subscribers and Lifeline personnel.**
- ◆ **Establishes and monitors referral networks.**
- ◆ **Liases with Discharge Planning.**

D. Related Key Work Activities

- ◆ **Prepares necessary applications and forms for all programs.**
- ◆ **Promotes public awareness of programs (e.g., presentations to service/community groups, brochures).**
- ◆ **Provides written and verbal reports/evaluations of all programs.**
- ◆ **Provides input into program budgets.**
- ◆ **Assists with development of program policies and procedures.**
- ◆ **Provides clerical duties (e.g., answer telephone, file, fax).**
- ◆ **Books rooms for programs.**

DRAFT

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: 2005

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