



Provincial Job Description

TITLE:
(185) Volunteer Coordinator

PAY BAND:
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FOR FACILITY USE:

SUMMARY OF DUTIES:

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

QUALIFICATIONS:

- ◆ Grade 12
- ◆ Volunteer Management Certificate Program

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Intermediate computer skills
- ◆ Communication skills
- ◆ Interpersonal skills
- ◆ Leadership skills
- ◆ Organizational skills
- ◆ Ability to work independently
- ◆ Valid driver's 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, fundraisers).**
- ◆ **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.**
- ◆ **Prepares newsletters.**
- ◆ **Updates website and other social media.**

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.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: September 12, 2017