



Provincial Job Description

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

PAY BAND:
12

FOR FACILITY USE:

SUMMARY OF DUTIES:

Develops, implements and coordinates volunteer programs. Implements and coordinates health promotion programs and activities.

QUALIFICATIONS:

- ♦ Grade 12 plus
 - ♦ Volunteer Management Certificate

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 and working in community programs.

KEY ACTIVITIES:

A. Volunteer Coordination

- ◆ Recruits, screens, interviews, 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 the 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, screens, interviews and trains volunteers.

B. Program Coordination and Administration

- ◆ Monitors and codes expenses.
- ◆ Provides input for workshop and conference planning.
- ◆ Prepares monthly and annual reports on volunteer activities.
- ◆ Prepares and administers grant applications.

C. Health Promotion

- ◆ Coordinates and implements programs identified in the population health promotion plan.
- ◆ Participates in setting goals, outcomes and indicators that are aligned with population health promotion.
- ◆ Identifies key community leaders and develops partnerships for action on specific priority issues.
- ◆ Mobilizes communities toward achievement of the objectives of population health promotion.
- ◆ Supports, provides guidance, and act as a resource for community groups.
- ◆ Develops health promotion materials and resources needed by communities to achieve health promotion objectives.
- ◆ Evaluates health promotion programs.
- ◆ Prepares monthly and annual reports on health promotion activities.
- ◆ Monitors and codes expenses.
- ◆ Prepares and administers grant applications for health promotion programs.
- ◆ Works closely with the Community Health Educator and Nutritionist.

D. Related Key Work Activities

- ◆ Books rooms for programs.
- ◆ Maintains program files.
- ◆ Liaises with provincial organizations to provide workshops and presentations in communities.

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:

SGEU:

SEIU:

SAHO:

Date: February 11, 2025