



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**
 - ◆ **Accredited certificate in Volunteer Management**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Intermediate computer skills**
- ◆ **Communication and interpersonal skills**
- ◆ **Leadership and organizational skills**
- ◆ **Ability to work independently**
- ◆ **Valid driver's license**

EXPERIENCE:

- ◆ **Previous: Twenty-four (24) months previous experience in coordinating volunteers and/or community programs.**

KEY ACTIVITIES:

A. Volunteer Coordination

- ◆ **Recruits, screens, interviews, and trains volunteers.**
- ◆ **Coordinates the activities of volunteers.**
- ◆ **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.**
- ◆ **Plans and implements volunteer recognition activities.**
- ◆ **Provides input into policies developed by the Director of Volunteer Services.**

B. Program Coordination and Administration

- ◆ **Keeps statistics on volunteer activities and tracks quality improvement and risk management activities.**
- ◆ **Liaises with staff and facilities when planning new programs.**
- ◆ **Monitors and codes expenses.**
- ◆ **Provides input for workshop and conference planning.**
- ◆ **Prepares monthly and annual reports on volunteer activities.**
- ◆ **Prepares and administer 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:

SEIU:

SGEU:

SAHO:

Date: May 22, 2012