



EMPLOYMENT OPPORTUNITY
Volunteer Coordinator
Part Time (up to 17.5 hours per week)

The Volunteer Coordinator ensures the active recruitment, screening, and management of volunteer participation in the organization to support the delivery of programs.

Key Functions of the Position:

- Work closely with program staff to determine volunteer support needs
- Recruit, screen, train, schedule, motivate and evaluate volunteers
- Develop and maintain policies and systems for effective volunteer management
- Develop volunteer resources and promotional materials
- Promote volunteer opportunities through public presentations, social media, etc.

Job Qualifications:

- High-school diploma, G.E.D. or equivalent
- Post-secondary diploma in a related field an asset
- Working experience in a volunteer coordination capacity an asset
- Strong interpersonal skills and have ability to work independently and/or as part of a team
- Excellent verbal, written and presentation skills
- Must have intermediate experience in MS office programs
- Ability to develop recruitment and selection procedures.
- Proven ability to motivate, train and retain of a team of volunteers
- Ability to conduct effective presentations
- Ability to communicate in a friendly and informative manner
- Solid conflict resolution skills
- Excellent teamwork and team building skills
- Must have a valid driver's license and a reliable vehicle and have a willingness to travel throughout Lanark, Leeds and Grenville as needed.
- Flexible schedule to meet the needs of volunteers, program and the agency
- Ability to provide a clean, up to date Police Record Check with Vulnerable Sector Screen
- Valid Standard First Aid/CPR certificate an asset
- References

Applications will be received no later than **Thursday, December 27, 2018 at 9:00 am**. We thank all applicants in advance, however only those invited for an interview will be contacted. Please submit resume and cover letter by email to:

Sue Poldervaart – Executive Director
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www.rnjyouth.com