



**PARKGATE**  
COMMUNITY SERVICES SOCIETY

## **VOLUNTEER COORDINATOR**

### **Scope of Position**

The Volunteer Coordinator is responsible for management of a comprehensive Volunteer Program that will assist Parkgate in fulfilling its goals and mission through the use of volunteer work. In addition, the Volunteer Coordinator is responsible for identifying opportunities for growth and development of the Volunteer Program.

### **Key Responsibilities**

- Plan, organize, maintain and promote volunteer activity throughout the organization.
- Recruit, train, place, support, monitor and coordinate volunteers in meaningful on-the-job assignments.
- Manage current and new volunteer commitments, schedules, personal files and contact lists for all programs.
- Maintain records and keep track of assignments. Assemble relevant statistical information and produce reports as required. Monitor Volunteer Program budget.
- Identify opportunities and implement initiatives within the centre and community to enhance the Volunteer Program.
- Search out, create and implement best practices.
- Plan and implement volunteer recognition and retention tactics.
- Conduct workshops internally and externally about the Volunteer Program.
- Participate in special events and fund raising.

### **Qualifications**

- A degree/diploma in social work/volunteer management and/or a minimum of 2 years work experience with volunteer based programs;
- Proven experience in the recruitment, screening and selection of individuals;
- Ability to analyze trends and issues within the community is required;
- Proficiency with MS-Office environment (Word, Excel, PowerPoint and Outlook);
- Experience working with diverse populations and an understanding of cultural issues is an asset;
- Well developed communication, organizational, judgement, presentation, training, cultural sensitivity and liaison skills;
- Self motivated with energy and drive;
- Flexible to work variable hours to accommodate evening and weekend community events.
- A valid BC Driver's License with a safe driving history is required. Current Class 4 Unrestricted Drivers License or willingness to obtain License while on the job. Access to reliable vehicle.

Salary: \$22.00 per hour with a 17.5 hour work week.

Please forward resume and cover letter outlining applicable experience and qualifications no later than July 19<sup>th</sup>, 2010. We thank all applicants and only those invited for an interview will be contacted. Fax: 604 983-6357 attn: HR. Email: mlitherland@myparkgate.com