

JOB POSTING: Volunteer Coordinator (1-year maternity leave contract)

Who are we?

Parkgate Community Services Society (PCSS) is a registered, not-for-profit charitable organization providing programs and services to our friends and neighbours at Parkgate Community Centre and satellite locations east of the Seymour River. PCSS exists to serve the community, and our team works in partnership with more than three hundred and twenty volunteers to develop and deliver responsive programming that meets community need leveraging community resources. We provide services to youth and seniors and we operate an extensive child care and family services program. With more than one hundred people on staff over the course of the year, we are a diverse and welcoming team committed to making this a great place to live, work and play. We value innovation, teamwork, excellence, collaboration, inclusiveness and accountability, and pride ourselves on being community-driven, community-inspired and community-supported.

What's the job?

We are looking for a Volunteer Coordinator to cover a 1-year maternity leave who will engage, manage and support the volunteer program at Parkgate Community Services Society. Working collaboratively with other PCSS staff, the Volunteer Coordinator will assess opportunities for volunteer placement; develop proactive recruitment plans; manage the volunteer database; provide training, mentoring and coaching to volunteers; and act as an advocate for volunteerism in the community while reflecting the overall values of the organization. The Volunteer Coordinator plays a key role in our organization to ensure our community is actively engaged in all aspects of our work and in keeping with our mission to *live life better*.

What will you do?

- Develop and implement goals and objectives for the Volunteer Program, which reflect the vision and mission of the organization
- Support community capacity building by encouraging leadership and volunteer opportunities for PCSS and the community
- Recruit, train and mentor all volunteers to keep them motivated and engaged to ensure their volunteering experience is both meaningful and rewarding
- Ensure each volunteer role matches organizational needs with the individual's skills, interests and abilities
- Establish working relationships with organizations across different sectors to build partnerships, identify community needs, and ascertain industry trends.
- Design and implement volunteer recognition events
- Perform an advocacy role by representing the volunteer community's needs and issues as they relate to and within the broader PCSS community
- Determine resources and budgetary requirements to maintain a vibrant Volunteer Program
- Perform administration duties as required



Who are we looking for?

- Min. 2 years relevant experience coordinating a volunteer program and/or relevant experience in community development, outreach, community programming and volunteer supervision;
- Excellent communication, planning, leadership, coaching and problem solving abilities;
- Resilient, creative, and energetic person with a passion for community based work;
- Strong understanding of individual and community barriers to social inclusion;
- Ability to work well independently as well as work collaboratively as part of a team;
- Commitment to ongoing learning and professional development;
- Demonstrated experience with event organization and management;
- Comprehensive understanding of MS Office suite, familiarity with cloud technology, and the ability to learn client management systems
- Previous experience with non-profit organizations and/or community development is an asset;

Hours of Work

This is a 1-year maternity leave contract position, working 21 hours per week

Wage Scale

\$22.00 - \$25.00 per hour depending on qualifications

How to apply

Please forward your resume and cover letter in PDF format by email to:

hr@myparkgate.com

We thank all candidates for their interest in the position, however only short-listed candidates will be contacted.