

Job Posting
(Permanent Part-Time, 25hrs / wk)

Coordinator of Volunteer Development

The Coordinator of volunteer Development is responsible for marketing volunteer opportunities, ensuring effective recruitment and screening of volunteers, matching volunteers to a range of opportunities across the organization and supporting individual volunteer development over time.

Posting Date: September 7th, 2018

Closing Date: October 12th, 2018

Key Duties and Responsibilities

- Develop and implement marketing strategies for recruiting volunteers according to established targets
- Ensure effective recruitment, screening and interviewing of potential volunteers for all programs
- Promote public awareness of and interest in Chimo volunteer programs and opportunities to the community
- Work with program coordinators to identify and develop new volunteer opportunities within the organization
- Develop an organizational-wide coaching program to meet the needs of all volunteer based services
- Identify unique talents and skills among current volunteers and support volunteer development across the range of opportunities throughout the organization
- Create and maintain volunteer retention strategies, including: workshops, social events, long service recognition, and newsletter.

Qualifications

- Relevant Bachelor's Degree or equivalent combination of post-secondary education and experience
- Demonstrated experience in training, coaching and supporting others
- Extensive experience in marketing and program promotions
- One to three years of experience in supervisory or leadership capacity
- Basic computer literacy
- Ability to communicate effectively both orally and in writing
- Ability to work cooperatively with staff and volunteers in a team environment
- Ability to work effectively with community organizations
- Demonstrated success in working well with individuals from diverse backgrounds

Employment Information

This is a permanent part-time (25 hours/week) position working a flexible schedule including some evenings and weekends. This is a (Step 3 Grid Level 14) and there is a probationary period of four months. Upon completion of probation, a competitive benefits package is available. This position requires union membership. Please submit letter of intent and resume to:

Human Resources
120 - 7000 Minoru Blvd, Richmond BC V6Y 3Z5
Email: hr@chimoservices.com