

Chimo Community services

Posting Date: October 17, 2018
Closing Date: Until filled
Starting Date: As soon as possible

Position Title: **Coordinator of Volunteer Development**

Classification: **Program Coordinator 2 Grid Level 14**

Reports To: **Executive Director**

Hours of Work: Permanent Part-Time. 25 hours/week. Flexible hours, including possible evenings and weekends.

Summary: 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.

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

Chimo Community services

- 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 position is classified as Grid Level 14, Step 3 and there is a probationary period of four months. Upon successful 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