

**Coordinator, Volunteer Services**

Job Location	Canada-Ontario-Toronto
Job Type	Contract, Part-Time
Temporary Duration	46 weeks
Salary/Rate	\$16.50/hour 26 hours/week
Start Date of Employment	16-Oct-2017
Travel Required	Toronto and York Region
Educational Requirements	College Diploma
Languages Required	English

Investing In Neighbourhoods - Eligibility Criteria:

To apply for job opportunities through the Investing in Neighbourhoods Program, interested candidates must be OW participants living in Toronto. Investing in Neighbourhoods job opportunities are in not-for-profit community organizations and enable OW participants to: increase their skill level, develop contacts with employers, and obtain references with the goal of securing permanent employment.

Job Description:

- Assist with the standardization and creation of best practices of all facets of the volunteer engagement cycle including recruitment, interview/screening, orientation and training, and recognition
- Assist with the planning and implementation of the Annual Volunteer Appreciation Dinner and National Volunteer Week celebrations
- Work with the Manager, Volunteer Services to develop on-line application and training process
- Recruit new volunteers using social media and plan external promotional and recruitment activities
- Update files, database and volunteer lists; help compile statistics and reports
- Provide back-up support as a driver for the Meals on Wheels program
- Perform other duties as required

Requirements / Qualifications:

- Post-secondary education in social service, volunteer management, marketing or a related field from a recognized university or college; certificate in Volunteer Management an asset
- Experience in volunteer management and experience working with or as a volunteer is an asset
- Excellent oral and written skills
- Good organizational and time management skills
- Computer proficiency in Microsoft Office; knowledge of social media applications
- Ability to maintain pleasant and professional manner when dealing with volunteers, members, staff and external customers
- Compassion and respect for seniors
- Verbal and written skills in Russian is an asset
- Must have a valid driver's licence and use of personal vehicle

How to Apply:

If you meet the qualifications above and are interested in applying to this position, please send your cover letter and resume to cheryl@betelcentre.org by Tuesday, September 5, 2017

We thank you for your interest; however only those candidates selected for an interview will be contacted. For further assistance, visit your local Toronto Employment & Social Services Employment Centre.