

Project SHARE is currently accepting applications for the full-time position of Volunteer Coordinator. This is a 2-year contract starting July 2023 with possibility of renewal.



Reporting to the Operations Manager, the Volunteer Coordinator is responsible for strengthening Project SHARE's volunteer program by building relationships with volunteers and matching them with rewarding opportunities to serve the community. Volunteers are essential to our organization providing more than 10,000 hours of their time per year.

Responsibilities

- Work with team of staff to assess and identify agency volunteer needs.
- Recruit, interview, orient and train volunteers
- Manage volunteer policies, procedures and standards of volunteer service.
- Create and maintain up to date and accessible volunteer schedules.
- Regular communication with volunteers both electronically and in person
- Coordinate ongoing volunteer training/ workshops
- Regular assessment of volunteer programs to ensure effectiveness and recommend changes as needed.
- Plan ongoing volunteer recognition and annual appreciation event.
- Maintain up to date records of volunteer hours and program statistics & job descriptions.
- Assist with public displays/community booths to educate, inform and recruit supporters of project SHARE's mission
- Represent Project SHARE on networks/committees
- Assist with other programs and/or events as needed

Critical Success Factors

- Knowledge of volunteer management best practices.
- Strong leadership and organizational skills.
- Effective communication skills
- Skilled relationship builder
- Ability to work effectively in a fast-paced, rapidly changing environment with deadlines requiring frequent adaptability.
- Proven organization, planning skills, and task management.
- Ability to work in a safe manner, adhering to all health and safety policies.
- Desire to be a part of a mission driven organization supporting our most vulnerable community members.

- Present a professional manner with staff, volunteers, donors and external stakeholders

Education/Experience

- Post-secondary education and/or experience working in volunteer management
- Demonstrated experience managing programs in a non profit setting
- Experience working with volunteer management software is preferred

Working Conditions

- As an essential service provider our services change to meet the needs of our community and adaptability is a critical success factor
- Occasional evening and weekend work is required for attendance at meetings and special events
- Interacts with employees, volunteers, clients and donors with dignity and respect
- This is a mixture of both desk work and hands-on interaction in our warehouses, food room, community gardens and within the community.
- Ability to work both independently and as a member of a dynamic team of staff, volunteers, management and stakeholders.
- Safety boots are required when working in the warehouse.

Interested candidates should send their resume and cover letter to Pam Sharp, Executive Director, pam.s@projectshare.ca . This position will remain open until a suitable candidate is found. Interested applicants are therefore encouraged to apply early. We thank all applicants but only those selected for an interview will be contacted.