

## Volunteer Coordinator - Part-time (0.5)

**Are you someone who loves to meet and learn about new people? Do you excel at making connections? Do you enjoy working in a dynamic and supportive environment? If this sounds like you, we want to hear from you!**

Centre for Family Literacy is looking for a Volunteer Coordinator. This role is responsible for the effective management of the volunteer resources of the Centre. This is a half-time position (18.75hrs/week)

### Role Responsibilities

- Recruit, screen, onboard new volunteers (program, board, committees, events, other)
- Provide support and supervision to volunteers (phone check ins, email check ins, performance management)
- Create engaging and meaningful relationships with volunteers
- Provide professional development opportunities for volunteers (identify and/or develop and deliver)
- Administer volunteer program evaluation (surveys, sessional evaluation, reporting documents, research, volunteer hour reporting, budget)
- Plan volunteer recognition activities
- Manage volunteer information
- Review, update and/or create new program documentation, manuals, policies and resources
- Implement volunteer retention strategies
- Recruit and supervise volunteers for special events
- Communicate organizational messages to volunteers
- Develop and maintain partnerships
- Stay current with research, trends, etc. in the volunteer field
- Support the adult tutor and group programs by:
  - referring learners and volunteers to appropriate opportunities
  - assisting in matching volunteers and learners
  - providing help with other program pieces (i.e. registration, records management, correspondence, kits, etc.)

### Personal Competencies, Education & Experience

- Volunteer Management Diploma or related field and/or equivalent experience.
- Knowledge of literacy issues, family literacy, and adult learning and literacy strategies considered an asset.
- Effective interviewing and assessment skills.
- Exceptional interpersonal skills.
- Accomplished in delivering a clear message to a wide variety of audiences
- Respectfully engages in difficult conversations and works toward a resolution
- Detailed and precise
- Skilled in written and oral communication
- Disciplined, can work independently and efficiently to achieve a deadline
- A positive and conscientious team player
- Motivated by achieving outcomes and not swayed by changing priorities
- Ability to work in an inclusive environment with those of diverse backgrounds

- High level of computer literacy including: word processing, spreadsheets, email marketing platforms and online video conferencing
- Experience in working in a Mac environment
- Experience with the Google Suite

**Sounds like you? Send your resume and cover letter in PDF format to: [jobs@familit.ca](mailto:jobs@familit.ca)**

**Due: Friday, January 21, 2022**

Be sure to tell us why you would be a good fit for this role!

This is a half-time position (18.75 hours per week). This position can expect to work both from home and in the office as we work through the current COVID-19 situation.

**We thank all applicants for their interest. Only those shortlisted for interviews will be contacted.**