

Job Posting 18-0247

Temporary Full-Time Volunteer Specialist (covering Mat Leave) – Volunteer Resources

DEPT	Volunteer Resources	#POSITIONS	1
PROGRAM	Volunteer Resources	UNION GROUP	Non-Union
HOURS OF WORK	Days with some flexibility to cover occasional evenings & weekends	SALARY RANGE	As per scale

POSTED: March 9, 2018

PLEASE APPLY BY: March 30, 2018

Job Summary:

If you are interested in applying to this position, please complete a “Job Posting Application for Hospital Employees” form, quoting the vacancy # and **return directly to Human Resources on or before 11:59 p.m. on the specified closing date.**

Reporting to the Manager, Volunteer Resources and Spiritual Care, this challenging role will appeal to a dynamic individual who wishes to work in a fast-paced environment and is passionate about engaging people in innovative volunteer roles that directly contribute to improving the hospital experience for patients and families. The candidate must be able to meet the changing needs of the hospital with a good understanding and knowledge of the changing external volunteer environment. A focus on quality and safety within a culture of accountability and respect is paramount. In collaboration with colleagues throughout the hospital, this role will be responsible for all facets of the volunteer engagement cycle including recruitment, interviewing/screening, selection, orientation and training, monitoring and supervision, evaluation and recognition. The candidate must be able to work with a large diverse group of volunteers who provide service in a wide array of roles throughout the hospital. The position plays an important role in promoting positive public relations within the hospital, the community and with a wide variety of stakeholder groups.

Qualifications:

- Completion of a University Undergraduate Program or Community College Diploma Program
- Completion of formal training in Volunteer Management or equivalent
- Certification with Professional Administrators of Volunteer Resources – Ontario (PAVR-O) an asset
- Minimum 2 years recent experience in volunteer coordination required
- Hospital experience in a unionized environment an asset
- Excellent interpersonal, communication, customer service and presentation skills
- Must be flexible, innovative, independent, perceptive and able to manage change effectively
- Ability to work independently and take initiative
- Excellent organizational, priority setting and time management skills
- Excellent critical thinking skills
- Proven ability to resolve conflict and problem solve
- Proficiency in MS Office
- Experience in Volunteer Resources Information Systems an asset

For questions regarding this posting, please contact Val Bennett, Manager Volunteer Resources, and Spiritual Care at 905 895 4521 ext. 2198