

JOB ANNOUNCEMENT

Position: Volunteer Coordinator

Location: 402 Bloomington Road, Aurora, Ontario

York Hills Centre for Children, Youth and Families delivers a range of mental health services to children from birth to age 18 and their families. We offer expertise and specialized treatment of social, emotional and behavioural challenges. As an agency, we are committed to providing high-quality practices of care that have been proven to show positive outcomes. York Hills Centre for Children, Youth and Families is focused on ensuring we remain a creative, collaborative, trustworthy, holistic, and compassionate organization. York Region continues to experience significant growth and demographic changes; York Hills is committed and positioned to provide services that positively impact the needs of our community.

By joining York Hills, you can have a rewarding and challenging career that offers excellent opportunities for professional progression. Best of all, your hard work and dedication will serve to make a difference in the lives of children and their families!

The Volunteer Coordinator is a part-time position that reports to the Manager of Operations and is responsible for the overall management of the volunteer program, including recruitment, screening, managing, orienting, training and recognition of volunteer staff. The Volunteer Coordinator works collaboratively with Managers and the staff who supervise volunteers to determine appropriate placement and provides guidance, support, tools and resources to those in a supervisory role.

Working as a Volunteer Coordinator, here's some of what you will get to do:

Volunteer Recruitment

- Utilizes a variety of recruitment methods such as networking, advertising, social media, local media and community services to develop and maintain a volunteer pool, including the application processes
- Complete all onboarding activities, including Vulnerable Sector Screen, reference checks, policy and procedure sign-offs, and introductions.
- Maintain an adequate level of volunteers across the agency at all times.

Volunteer Management

- Ensure that volunteers receive the appropriate level of supervision, liaise with supervisors
- Update and track volunteer information within a volunteer database.
- Schedules, coordinates, and assigns volunteers to appropriate departments, supervisors, and/or mentors and communicates with managers about the needs of volunteers, including providing relevant training.

Community Partnerships

- Develops and maintains strong, positive relationships with collaborative partners, ensuring that mutually agreed upon expectations are met. Track interested individual volunteers and volunteer groups within the community

Volunteer Program Administration

- Develop and ensures complete and accurate records, including volunteer policies, procedures, position descriptions, standards of conduct and vulnerable sector screens, are completed in compliance with all policies and legislation.
- Recognizing and celebrating our volunteers by organizing annual volunteer recognition and appreciation events during National Volunteer Week
- Performs other related duties as required.

The skills and Abilities required to be successful in the role are:

- Excellent communication skills and comfort with public speaking in front of groups.
- Excellent organizational skills, attention to detail and ability to delegate tasks to others.
- Must be self-motivated, proactive, strategic, collaborative, able to motivate others and have good follow-through skills.
- Demonstrated ability to use various computer software to generate and exchange information.
- Ability to successfully manage multiple tasks.
- Ability to speak a second language is desirable.

Minimum Qualifications for the position are:

- Post-secondary education in a social service-related field or an equivalent combination of education and experience.
- Volunteer Management Leadership Certificate is preferred.
- Experience with volunteers in a social service setting.
- The ability to speak French or another language is an asset.
- Membership with PAVRO or VMPC and CVA Certification is desirable.
- 3-5 years of volunteer management or coordination with knowledge of the Greater Toronto Area, especially the York Region.
- Identification with the strategic mission, vision and values of the organization.
- Must have a valid vulnerable sector screen.

Physical Requirements

- Includes prolonged periods sitting at a desk and working on a computer.
- Must be able to lift to 15 pounds at times.

York Hills is firmly committed to a workforce that reflects the diversity of the populations we serve. We encourage applications from all qualified individuals, including applicants from all cultures, racialized communities, abilities, diverse sexual and gender identities and others who may contribute to the further diversification of ideas.

We ask applicants to make any accommodation requests for the interview or selection process known in advance. We will arrange reasonable and appropriate accommodation for the selection process, enabling you to be assessed fairly and equitably.

Note: All York Hills Centre for Children, Youth and Families employees must be fully vaccinated for COVID-19 as a condition of hire in accordance with the Agency's Mandatory COVID-19 Immunization Policy.

Job offers are also contingent upon successfully completing a Vulnerable Sector Police Records Check.

APPLY TODAY!

Job Types: Part-time, Permanent

Hourly Range: \$26.5 – \$27.6

We offer excellent benefits packages, which include:

- Dental care
- RRSP match
- Vision care

Schedule:

Up to 20 hours per week

[APPLY TODAY!](#)

Accepting applications until September 5, 2022. **Please email your cover letter and resume to:** hr@yorkhills.ca

Only those candidates invited for an interview will be contacted.