

West Park Healthcare Centre helps patients get their lives back by providing inpatient, outpatient and outreach services in specialized rehabilitative and complex care after a life-altering illness or injury such as lung disease, amputation, stroke, and traumatic musculoskeletal injuries. By 2021, West Park's 27-acre site will be transformed into an integrated campus of care, including a new hospital building and additional community supports such as assisted living for persons with disabilities and seniors. This transformation enables the Centre to evolve its rehabilitative programs and strengthen links to community-based services to meet the future healthcare needs of our local community and the province.

**We currently have the following opportunity available:**

## **VOLUNTEER COORDINATOR**

### **Part-Time**

**Permanent part-time with potential for additional temporary full-time hours**

**Qualifications:**

- Degree or diploma in a related field
- Certificate in Volunteer Management and/or relevant experience working in a volunteer services environment preferred
- Certified Volunteer Resources Manager (CVRM) through Professional Association of Volunteer Leaders – Ontario
- Minimum of 1 year experience working with volunteers - health care setting preferred
- Exceptional customer service focus
- Demonstrated strong interpersonal and communication skills
- Strong organizational skills
- Proficiency in Microsoft Office suite
- Available to work a flexible schedule to meet operation requirement
- Knowledge of VSys One software preferred
- Experience working in a healthcare environment preferred
- Evidence of good performance history and attendance record
- Ability to work in a manner that exemplifies the centre's core values and helps patients *get their life back*
- Should be aware of conditions and measures that may affect the safety of patients, residents, students, employees, volunteers, physicians and visitors

**Accountabilities:**

- Recruit, screen, interview, place, orient, evaluate, recognize and oversee the performance of volunteers
- Arrange volunteer support for recreation weekend programs, outings, escort requests, and special events/projects
- Promote community interest in volunteer positions through postings on Volunteer Toronto, West Park, university/college and other web sites, community engagements, and other related activities
- Liase with managers and designated staff to develop, evaluate, and revise volunteer positions
- Co-ordinate Lobby Sales, annual gift bag program and holiday decorations
- Engage volunteers through the use of social media: Facebook, Twitter
- VSys One database - prepare monthly statistics, maintain volunteer information
- Monitor the need for office supplies and order as necessary
- Collaborate to plan and implement volunteer recognition events.

At West Park Healthcare Centre, we are committed to fostering an inclusive and accessible environment, an important part of living our values. We are dedicated to building a workforce that reflects the diversity of the community. Our accessible employment practices are in compliance with the Accessibility for Ontarians with Disabilities Act, and the Ontario Human Rights Code. Should you require accommodation during any phase of the recruitment process, please indicate this in your cover letter. For further assistance please contact the Human Resources Department at (416) 243-3600 extension 4633.

If you're committed to making a difference, have a passion for helping others, and are looking for a place to contribute and grow, then we would like to talk to you. As a West Park Healthcare Centre team member, you'll discover the rewards of a caring community of staff, physicians, volunteers, patients and their families – a community that has inspired people to choose West Park for more than 100 years

**TO APPLY:**

Please submit a cover letter and resume, preferably via online application, to <https://www.westpark.org/en/Careers> or by fax to: 416-243-3422

We thank all applicants in advance and will contact only those selected for interviews

To learn more about West Park's services, our organization and our role in the community, please visit us at:  
**[www.westpark.org](http://www.westpark.org)**