

## SUMMIT HOUSING & OUTREACH PROGRAMS



### JOB POSTING

#### VOLUNTEER COORDINATOR – UNION (Full Time)

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<b>Job Title:</b>	<b>Volunteer Coordinator</b>
<b>Area of Responsibility:</b>	<b>Health and Wellness, Volunteers</b>
<b>Reports to:</b>	<b>Manager, Case Management &amp; Health and Wellness</b>

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#### **Purpose of Position:**

This non-clinical role ensures that our organization is staffed with the best and most reliable volunteers, for the fulfilment of our mission, and that clients have the opportunity to experience meaningful volunteer experiences. The position will ensure the active recruitment of clients of Summit Housing & Outreach Programs and community volunteers for the Health and Wellness Program, and other programs of the organization, when appropriate. The responsibilities include, but are not limited to, providing support to volunteers engaged in volunteerism; recruitment, coordination, supervision, and evaluation of volunteers; volunteer program development and administrative tasks.

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#### **Key Responsibilities:**

1. This position promotes wellness and recovery of clients through volunteerism and promotes volunteering (internally and externally) through recruitment and publicity strategies and campaigns.
2. In partnership with the Social Recreational staff, identifies the need for and recruits' volunteers for the Health and Wellness program for client and non-client facilitated groups.
3. Recruits, screens, orients, supervises, supports, and evaluates volunteers for the Health and Wellness Program, agency client events, committees and client transportation.
4. Initiates, establishes, and maintains relationship with clients while developing trust, rapport, and acts as a role model in recovery.

5. Works as part of a team with Social Recreational staff to ensure that Health and Wellness programming is provided safely and effectively, in a culturally sensitive and trauma-informed manner.
6. Communicates frequently with Social Recreational staff to ensure seamless client service.
7. In partnership with program clients, volunteers and Social Recreational staff, develops monthly Health and Wellness activity calendar, special events and newsletter.
8. Ensures that the need of volunteers throughout the agency is met.
9. Remains current in best practices in the field of volunteerism and supervision.
10. Acts as an internal agency resource and champion to embed volunteerism and the Health and Wellness program, in the agency continuum of care, in partnership with the Social Recreation staff.
11. Engages in community outreach and represents the program and agency in the community.
12. Maintains detailed volunteer HR records, per volunteer policies and accreditation standards, including, but not limited to, volunteer assignments, availabilities, preferences, resumes/ skills, supervision notes, appraisals, police checks and driver's abstracts.
13. Maintains volunteer tracking database.
14. Promotes volunteering by nominating volunteers for awards and helps organize celebration events.
15. Actively participates as a committee member for agency-based client events.
16. Participates as a positive team member at internal meetings/committees, and represents the agency on external committees, as assigned.
17. Maintain the Food Hubs while working in partnership with our internal and external volunteers.
18. Coordinates the Oakville Memorial Gardens Project with internal and external volunteers.
19. Actively report problems and solutions
20. Maintaining a positive, flexible and co-operative attitude at all times.
21. Working independently with minimum supervision.
22. Other duties/responsibilities as assigned by the Management Team or Senior Management.

Other duties as assigned by Manager, Case Management & Health and Wellness.

**Education/Qualifications:**

- Post secondary degree/ diploma in business administration, educational studies, human resources, social studies, or relevant field is preferred.
- Certification in Volunteer Management as well as two years of relevant experience is desired.
- Experience working in a mental health or healthcare environment is considered an asset.
- Experience or training in volunteerism in the capacity of recruiting, training, and supervising volunteers
- Knowledge of community events, programming and recreation services is an asset.
- Working knowledge of databases and MS Office (specifically, Excel)
- Excellent organizational and team coordination abilities
- Strong leadership skills with the ability to motivate and influence.
- Must be detail-oriented and well organized.
- Effective communicator and interpersonal skills with the ability to deal courteously and professionally with other staff, clients, volunteers, and the public.
- The ability to function within a demanding and multifaceted environment.
- Demonstrated excellence in communication, customer service.
- Valid driver’s License, adequate insurance coverage and access to reliable transportation
- Valid Standard First Aid and CPR certification, or willingness to obtain certification upon hire.
- Must be prepared to undergo a Vulnerable Sector Screening as a condition of employment.

Summit Housing & Outreach Programs strives to foster an equitable workplace that reflects the diversity of the community we serve and welcomes all qualified candidates including racialized individuals, members of the 2SLGBTQ+ communities, people with disabilities and people with culturally diverse backgrounds. Accommodation is available on request for candidates taking part in all aspects of the selection process.

**Shifts:** 8:30 a.m. - 4:30 p.m. 37.5 hours per week  
Monday to Friday with flexibility required for program needs

**Main Location:** Halton Region

**Term:** Full-time, permanent

**Wage rate:** Step 1: \$25.15; Step 2: \$26.36 (after probation)

**Commencement Date:** As soon as possible

Please submit resume to:

**Valeska Tobar**

Manager, Case management & health and wellness programs

[vtobar@summit-housing.ca](mailto:vtobar@summit-housing.ca).