

Volunteer Coordinator Position Description

Volunteering does not just happen! We have much on the go at the CHCA right now and we have realized that we need to consider and coordinate how and when we will engage volunteers. Our hope is that our new Volunteer Coordinator position will play a vital role in driving our volunteer management program and becoming the main point of contact for our volunteers. Appointing a volunteer coordinator recognises the importance of volunteers to our community, and helps our volunteers feel satisfied that they are making an important contribution.

What does a volunteer coordinator do?

1. Recruitment and selection
 - Working out how many volunteers are needed and for what roles
 - Developing position descriptions for each role
 - Planning how and where to recruit volunteers and posting adverts
 - Interviewing volunteers
 - Planning for volunteer retention and replacement
 - Developing policies and procedures.
2. Orientation
 - Developing an orientation kit, volunteer handbook or introductory programs
 - Presenting or managing the orientation for all new starters
3. Rewards and recognition
 - Developing ways to recognise and reward volunteer efforts
 - Promoting the recognition program
 - Managing volunteer communications such as social functions, newsletters or social media.
4. Management
 - Helping volunteers feel welcome and supported
 - Looking after the volunteer database and records
 - Planning and goal setting
 - Rostering and organising volunteers
 - Delegating projects and tasks

This volunteer role is a chance to meet other engaged residents in the community and for someone with great organizational and people skills to give back in a leadership capacity. Interested? Please contact jennifer@crestheightsyyc.ca.