

## Volunteer Development Coordinator

11-Week Part-Time Temporary Position

### DESCRIPTION

The Volunteer Development Coordinator is a temporary position offered by the Northern Hills Community Association (NHCA) through the Volunteer Screening Development Grant and is accountable to the Executive Director or person designated as Acting Executive Director. Governed by the Mission Statement and working within the policies and procedures of the Association, the Volunteer Development Coordinator works on researching, developing and writing procedures to implement a complete volunteer screening process, including volunteer recruitment, training and retainment.

### AVAILABILITY

- 10 hours per week
- \$16/hour wage
- Flexible hours - Availability during volunteer hours (evenings and weekends)
- January 24, 2022 – April 11, 2022

### RESPONSIBILITIES

- Facilitate a Volunteer Relations Committee
- Research and develop a system outlining the 10 Steps of Volunteer Screening (Assessment, Position Descriptions, Recruitment Processes, Application, Interview, Reference Checks, Police Checks or Vulnerable Sector Checks, Orientation and Training, Support and Supervision, and Follow-up and Feedback)
- Write volunteer relations Policy and Procedures based on NHCA goals and values
- Collaborate with the NHCA Office staff and Volunteer Relations Committee of the Board of Directors
- Prepare communication plan of the complete Volunteer screening process to all levels of the organization (Board, Staff, Volunteers)
- Support the Grants Committee in grant reporting process
- Other duties assigned by the Executive Director

### REQUIREMENTS

- Education background or experience in Human Resources, Public Relations, Communications, or Business Management, Marketing, Technical Writing or similar field preferred but not required
- Currently enrolled students are encouraged
- Volunteer experience preferred but not required
- Collaborative and Team working mindset and skillset
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent English written, verbal, and proofreading skills
- Strong organizational and planning skills
- Proficient in MS Office 365

### APPLICATION

Submit your application with your resume, cover letter and qualifications to the Executive Director – [exec.director@nhca.ca](mailto:exec.director@nhca.ca) by 8:00 am MST on January 17, 2022.

*We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, degree completion, or disability status.*

DIVERSE

VIBRANT

INCLUSIVE

SUSTAINABLE