

Volunteer Recruitment Director

ORGANIZATION DESCRIPTION

We are a non-profit organization with over 1,000 members and a 25-year history of providing programs and services that are affordable and accessible to a wide cross section of community members. Our mission is to enrich and empower the diverse communities of Northern Hills through advocacy, providing programs and services, supporting opportunities for engagement, and therefore enhancing quality of life.

DESCRIPTION

The Board of Directors is the legal authority for the Northern Hills Community Association. As a member of the Board, the Volunteer Recruitment Director is in a position of trust for the community and is responsible for the effective governance of the organization. Governed by the Mission Statement and working within the policies and procedures of the Association; the Volunteer Recruitment Director oversees and implements different onboarding strategies and training tools for effective volunteer management.

- Unpaid Volunteer Director Position
- Start Date: Flexible
- Remote Work / Hybrid
- Time Commitment: Average 5 to 10 Hours per week
- Length Commitment: Elected term of 2 years

RESPONSIBILITIES

- Co-Chair the volunteer recruitment committee.
- Oversee full cycle recruitment process for all NHCA volunteer roles.
- Collaborate in the development and implementation of standardized processes and templates for key sourcing areas including; job descriptions, job postings, screening and interviewing questionnaires, evaluation criteria, and candidate assessment and selection.
- Participate in and host recruitment events to drive awareness of the NHCA and volunteer positions.
- Monitor recruiting efforts to ensure adequate inflow of quality applicants, appropriate screening, proper hiring practices and documentation.
- Develop materials and processes for volunteer orientation to the organization, its policies, and practices, appropriate to each role.
- Oversee volunteer onboarding to ensure new volunteers are brought into the company in an effective and positive manner.
- Communicate with the Board on the successes and failures of the onboarding and training processes.
- Any additional volunteer recruitment tasks that need to be addressed.

REQUIREMENTS

- Resident of the Northern Hills community: Country Hills, Country Hills Village, Coventry Hills, Harvest Hills, and Panorama Hills.
- Volunteer or professional experience in volunteer recruitment.

DIVERSE

VIBRANT

INCLUSIVE

SUSTAINABLE



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- Demonstrated leadership, creativity, resourcefulness, and excellent ability in planning and communicating.
- Well-developed project management skills with strong attention to detail and demonstrated time management skills.
- Strong interpersonal and relationship management skills and ability to represent the NHCA in a professional manner.
- Proficiency in MS Office 365 is considered an asset.

BENEFITS OF VOLUNTEERING

- Receive a subsidized NHCA Membership after required hours (local business discounts, program discounts and more!)
- Join a community platform to pursue your passion and make a difference in your community.
- Gain volunteer hours and a deeper connection with the Northern Hills community.
- The opportunity to network with a talented leadership team and Board.
- Continue to develop interpersonal skills or apply your skills to help your community.

APPLICATION

Submit your application with your resume, cover letter and qualifications to volunteer@nhca.ca.

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.

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