

Volunteer Relations Coordinator

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 Volunteer Relations Coordinator is a new volunteer position offered by the Northern Hills Community Association (NHCA). Governed by the Mission Statement and working within the policies and procedures of the Association, the Volunteer Relations Coordinator works on managing our database, recruitment, and onboarding of new volunteers.

- Unpaid Volunteer Position
- Start Date: Flexible
- Remote Work
- Time Commitment: Average of 3-5 Hours per week
- Length Commitment: Minimum 6 months

RESPONSIBILITIES

- Assist with ongoing recruitment, interviewing, screening, and onboarding for volunteers.
- Provide ongoing encouragement, support, recognition, guidance and direction to volunteers.
- Collect volunteer information, availability, and skills, and maintain an up-to-date database.
- Use marketing tools such as outreach programs, e-mails, and volunteer databases.
- Keep new and existing volunteers informed about the organization and volunteer opportunities.
- Match volunteers to opportunities that suit their skill sets, and ensure they understand their responsibilities and receive the proper training.
- Process police information checks and vulnerable sector checks for potential volunteers.
- Prepare codes of conduct and operating procedures to uphold the organization's values.
- Ensure the organization's purpose is conveyed to the public.
- Provide recommendations on volunteer retention and best practices related to the screening process.

REQUIREMENTS

- Educational background, volunteer or professional experience in Human Resources is an asset.
- Currently enrolled students are encouraged.
- 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.
- Strong organizational and planning skills.
- Proficiency in MS Office 365 is considered an asset.



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*Serving Country Hills, Country Hills Village, Coventry Hills,
Harvest Hills and Panorama Hills*

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.

DIVERSE

VIBRANT

INCLUSIVE

SUSTAINABLE



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