



MENNO PLACE

VOLUNTEER COORDINATOR

Temporary Part-time – Until August 31, 2025

22.5 hours per week / Flexible schedule

Hourly Rate: \$30.27 PER HOUR

JOB SUMMARY:

The Volunteer Coordinator is an integral member of the Menno Place team and is required to have a commitment to the vision, mission and values of Menno Place performing duties following Menno Place policies and procedures and ensuring the provision of *Resident and Family Centred Care* (RFCC) while safeguarding staff and residents.

Positions at this level plan, develop and evaluate a variety of volunteer programs, recruit volunteers and maintain contact with community groups and volunteer organizations.

This position requires teamwork, communication and cooperation. It is the expectation that the individual in this position contributes to a positive, safe working environment, takes instruction well and cooperates with their supervisor and co-workers. This person manages their time well and participates in continuous quality improvement of the services provided.

DUTIES & FUNCTIONS:

- Plans, develops and evaluates a variety of volunteer programs and activities. Reviews and assesses requests for volunteer programs following established policies and procedures.
- Recruits, screens and selects applicants for volunteer placements by reviewing application forms, conducting interviews, performing reference checks, evaluating applicant's suitability for the program. Schedules volunteer placements.
- Supervises volunteers by providing related orientation and training, assessing volunteer performance and providing feedback. Follows up on complaints and/or conflicts and takes appropriate action.
- Provides guidance and support to staff and volunteers by clarifying roles and expectations and providing formal and informal volunteer recognition.
- Maintains contact with community groups and volunteer organizations to promote interest, participation, and support for the program.
- Maintains volunteer program records, volunteer data, and prepares related reports and statistics.
- Monitors expenditures of the program.
- Performs other related duties as assigned

QUALIFICATIONS

Education, Training and Experience

- Grade 12,
- Introductory volunteer management course
- Three years' recent related experience or an equivalent combination of education, training and experience

Skills and Abilities

- Ability to communicate effectively in English both verbally and in writing.
- Ability to deal with others effectively.
- Physical ability to carry out the duties of the position
- Ability to organize work.
- Ability to operate related equipment.

Health & Safety

- Is aware of their rights and responsibilities and follow all health and safety policies and procedures.
- Works safely to reduce the risk of injury to self, co-workers, and residents.
- Is alert to and promptly reports all actual or potentially hazardous situations to immediate supervisor. Does not operate or use faulty equipment.
- Promptly reports personal injury to supervisor and seeks first aid as needed.
- Participates in fire safety demonstrations and fire drills and knows the facility fire and disaster plan.

In the online application, you will be required to:

- Upload a Resume (PDF, Word doc)
- Supply two Employment History references including Contact Information of Company and Immediate Supervisor
- Supply three references with contact information (3 work-related references, 1 character reference)
- Upload Record of Immunization (digital file upload – JPG or PDF)
- Upload Criminal Record Check done in past 12 months (digital file upload – JPG or PDF)

We thank all applicants however only those short-listed candidates will be contacted.

[Click Here to Apply Online](#)