



May 2024

Seniors' Volunteer Coordinator

Contract Position until March 2025 with a possibility of extension

Job Description:

The primary role of the Seniors' Volunteer Coordinator is to work with a coalition of Community Based Seniors Services (CBSS) agencies in Burnaby to recruit, train and support volunteers to work within local seniors programs.

General Duties and Responsibilities:

- To develop a marketing plan to recruit volunteers based on the needs of local community organizations.
- To create an intake system that allows initial assessment of volunteer skills and interests
- To develop a system to track intake and transfer of volunteers to agency partners
- To develop an understanding of volunteer systems of local CBSS agencies and ensure the smooth transition of volunteers into these systems.
- To assess training needs of volunteers within shared projects and provide opportunities for volunteers to participate in these trainings.
- To develop 2 'Shared Learning' sessions for volunteers that allow them to add additional training and share experiences of working in the community
- To develop and implement recognition events for volunteers
- To create a system that welcomes seniors of diverse backgrounds and abilities
- To support and supervise senior volunteers during events and special projects

Qualifications:

1. Degree or diploma in social service, business administration, non-profit management, community development or equivalent work/education experience
2. Knowledge and awareness of issues surrounding diversity and multiculturalism.
3. Excellent interpersonal, organizational and communication skills.
4. 1-2 years administrative experience.
5. Demonstrated experience recruiting and supporting volunteers
6. Demonstrated experience with technology including database management and experience with Microsoft Office Suite (Excel, Word, and Powerpoint).
7. 1-2 years event planning/coordination experience.
8. Current criminal record search.
9. Second language (an asset).
10. May include evening and weekend work

Other Details:

BIPOC and 2SLGBTQIA+ candidates are encouraged to apply

Hours of Work & Rate of Pay:

The Coordinator will work 25 hours a week. The wage is \$24.52

Accountability:

The Volunteer Coordinator reports to and is supported by the CBSS volunteer working group

Please reply with a resume and cover letter quoting the position you are applying for to:

Address: 4460 Beresford Street, Burnaby

Email: simoneg@burnabynh.ca

Closing date: until position is filled