



VOLUNTEER COORDINATOR

Full Time

SUMMER STUDENT POSITION

This position is funded by the Canada Summer Jobs plan for students and the applicant must meet the following criteria:

- a) is between 19 and 30 years of age (inclusive at the start of employment);
- b) was registered as a full-time student during the preceding academic year;
- c) intends to return to school on a full-time basis during the next academic year;
- d) is a student in a post-secondary, vocational or technical program;
- e) is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and
- f) is legally entitled to work according to the relevant provincial/territorial legislation and regulations.

Details of the Position:

Compensation:	\$13.00
Hours of Work:	37.5 hours per week,
Shifts:	shifts to be determined
Duration of Position:	Minimum 9 weeks
Start Date:	May 1, 2017

Job Purpose

The Volunteer Administration position will engage with, evaluate and create recommendations to improve the volunteer program at Our Place. This position will review procedures and policies, explore and help implement training opportunities, and support the day to day operations and administration of the volunteer team.

Duties

Under the Direction of the Volunteer Manager:

- Analyze the volunteer cycle and recommend effective volunteer tracking mechanisms.
- Create a volunteer feed-back loop, including pre-shift briefing and post-shift suggestions.
- Work alongside the volunteers and interview them on their ideas/experience at Our Place.
- Create training opportunities to better equip volunteers.
- Is aware of critical incident report procedures and follows all health and safety policies and procedures.
- Work cooperatively with other staff and volunteers.

- Develop an annual recruitment strategy.
- Update Volunteer policy/procedure handbook.

Education, Skills and Abilities

Previous experience and/or present educational path are in related area and/r experience working with the homeless and First Nation is an asset.

- Willing and able to work comfortably in a team environment.
- Good communication and organizational skills.
- Experience working with marginalized populations an asset.
- Excellent computer skills.
- Ability to think creatively and be able to communicate new concepts and ideas to the team.
- Act in a professional manner at all times.
- Be adaptable and be comfortable working in a hectic environment that serves the marginalized population of Victoria.

In accordance with funding, priority will be given to students with disabilities, Aboriginal students, and students who are members of visible minorities.

Qualified candidates are invited to submit a covering letter and resume detailing their related background, experience and qualifications by 4:30 p.m. April 19th, 2017 to: careers@ourplacesociety.com or to Our Place Society, Attention: Marion Hoadley, 919 Pandora Avenue, Victoria, B.C. V8V 3P4. Please quote **“Volunteer Administration – Summer Student”** in the subject line.