



## WoodGreen Community Services *Job Posting*

### Our Vision:

A Toronto where everyone has the opportunity to thrive

## *Volunteer Coordinator*

---

<b>Employment Type:</b>	Contract (Ending October 31, 2018), Non-Bargaining Unit
<b>Work Hours:</b>	35 hours/week
<b>Salary:</b>	\$26.64/hour
<b>Application Deadline:</b>	January 25, 2018 by 5:00 pm

---

### Who We Are

A United Way Anchor Agency, WoodGreen combines significant scale and a proven track record with an entrepreneurial mindset, continuously seeking and developing innovative solutions to critical social needs.

Now in our 80<sup>th</sup> year, we are one of the largest social service agencies in Toronto, serving 37,000 people each year. We're a group of diverse individuals who value respect, excellence, compassion, integrity, and team work.

Visit [www.woodgreen.org](http://www.woodgreen.org) to learn more about who we are and what we do.

### Program Overview – Volunteer Services, Central Services

Volunteer Services is a central resource to the entire organization, responsible for the recruitment, retention and recognition of over 1000 volunteers who dedicate over 20,000 hours each year.

### What You Will Do

- Provide support to volunteers and staff to provide meaningful experience for volunteers while respecting WoodGreen's clients and operations
- Targeted development of volunteer opportunities (individual and group) across a range of programs
- Assist with high volume, full-cycle individual recruitment for individual volunteer roles
- Communicate with key internal and external audiences and provide a high level of support and service to all stakeholders
- Work in conjunction with department staff to manage volunteers providing leadership and guidance in volunteer integration into programs
- Provide ongoing administrative support including database management and data analysis for volunteer metrics
- Promote volunteer opportunities via social media and web-based channels including updating WoodGreen's volunteer website
- Complete research on industry best practices and innovative use of volunteers
- Provide support at Community Engagement events across multiple departments

### What You Bring to the Team

- Post-secondary education from a university/college or equivalent experience
- 2-3 years' direct experience with volunteer management including full cycle recruitment
- 1-2 years' of experience with multi-stakeholder engagement (involving a variety of feedback mechanisms including focus groups) in the community service sector
- 1-2 years' experience in planning and coordination of programs
- 2 years' experience with research and data processing

### What Will Set You Apart

- Experience with program design is a strong asset
- Strong written and verbal communication skills, including website updates and social networking sites
- Resourceful and independent, yet comfortable working in a busy team–orientated environment
- Outstanding analytical and organizational skills with the ability to manage a diverse range of assignments with high efficiency
- Aptitude for computers and ability to learn new systems quickly and knowledge and experience updating and managing web pages
- A self-starter with strong motivation to take on multiple initiatives and the ability to adjust changing priorities and competing deadlines
- A creative thinker with the ability to see how volunteering can enhance and support long-term solutions to social challenges
- Solid interpersonal, relationship building skills and demonstrated sound judgment and ability to maintain confidentiality
- Demonstrated flexibility, creativity and initiative
- Able to work evenings or weekends as required

### Why You'll Want to Work With Us

At WoodGreen you will be part of an amazing team that does amazing things for our community.

We offer:

- ✓ Competitive salary and excellent benefits packages for PSW, contract and full-time employees
- ✓ Ongoing training and opportunities for career advancement within the organization
- ✓ Formal staff recognition and appreciation programs
- ✓ Access to group discount programs and purchases

### To Apply

Submit your resume and cover letter, **quoting the position title in the subject line**, as follows:

<b>WoodGreen employees ONLY to:</b>	hrjobs@woodgreen.org
<b>External applicants to:</b>	dhornung@woodgreen.org, Attn: Danielle Hornung

***WoodGreen is an equal opportunity employer. We are committed to providing an inclusive and barrier-free selection process and work environment. If contacted in relation to an employment opportunity, please advise our HR representative at [hrjobs@woodgreen.org](mailto:hrjobs@woodgreen.org) of the accommodation measures required. Information received relating to accommodation will be addressed confidentially.***