

Volunteer Services Student Placement

WoodGreen welcomes the support of over 1000 volunteers each year in roles across the organization. Volunteer opportunities range from one time event based roles to highly specialized positions. The volunteer services is often the first point of contact for individuals within WoodGreen and we also act as a connector between our services (ex. Clients with employment services often come to volunteer to augment their skill sets).

Length of Placement: full year placement, September 2017 – April 2018

Program requirements: this position would be ideally suited to a second year Social Service Worker or Community Development Worker or Human Resources student

Remuneration: This is an unpaid placement

Location: 815 Danforth Ave

Responsibilities:

- Review the volunteer@woodgreen.org mailbox daily and answer any queries – referring to appropriate staff as required
- Enter and edit information in the volunteer services database
- Be the point of contact for walk-in clients who are interested in volunteering– welcome new volunteers, conduct initial assessment interviews and follow all risk management procedures as applicable to the placement role
- Complete reference calls for new volunteers
- Assist in organizing trainings and orientation workshops
- Maintain contact with other social service agencies
- Maintain program statistics for purposes of evaluation and research
- Recruit, train, schedule and supervise a team of 20 volunteers to run the annual client satisfaction survey

Development opportunities:

- Developing recruitment and retention strategies for particular roles and department with a focus on specialized and skilled opportunities and hard to fill roles
- Coordinate and assist in planning the annual volunteer recognition event
- Work with management to review and analyze volunteer statistics to a) increase reporting capacity and b) ensure data collection is relevant and fulsome
- Assist with cross-departmental presentations regarding volunteering
- The opportunity to complete high volume, full cycle recruitment for WoodGreen's annual income tax program (January through March)
- Participate in full-cycle program development including supervising volunteers

Requirements:

- Comfortable working in a windows based environment including Word, Excel, Access
- Comfortable working with individuals from all walks of life
- A non–judgemental and friendly approach Able to work independently and as part of a team

Interested applicants should apply to volunteer@woodgreen.org with your resume and cover letter outlining why you are interested in this role.