



POSITION: VOLUNTEER COORDINATOR

REPORTS TO: VP, PROGRAM DELIVERY

JOB CATEGORY: CONTRACT - OCTOBER 2017 (WITH POSSIBILITY OF EXTENSION)

PRIMARY RESPONSIBILITIES AND DUTIES

Reporting to the VP, Program Delivery, the Volunteer Coordinator will be responsible for managing and operating Habitat for Humanity Manitoba's daily volunteer program as well as coordinating volunteers for the 34th Annual Jimmy & Rosalynn Carter Work Project. Duties include implementing best practices in volunteer management surrounding planning, recruitment, orientation, risk management, facilitation and recognition. The Volunteer Coordinator will work together with a multidisciplinary team to ensure volunteers are managed on site and volunteer expectations are met.

- Develop and implement goals and objectives for Habitat's volunteer program which reflect the organizations mission
- Conduct ongoing evaluation of programs and services delivered by volunteers and implement improvements as necessary
- Develop, administer and review policy and procedures which guide the volunteer programs and services and reflect the values of the organization
- Maintain accurate records of all volunteers in relation to the Carter Work Project
- Manage the on-line registration program for year round registration of volunteers
- Orient volunteer to increase their understanding of Habitat, our families, services and the roles and responsibilities of volunteers
- Ensure all volunteer positions are filled and team members are notified accordingly
- Provide teams with up to date volunteer profiles, which include emergency contacts, completed waivers, allergies, etc.
- Responsible for registration, set up, lunches, shirt distribution and volunteer management during Blitz Build
- Work with the Manager of Sponsorship Development to encourage and coordinate corporate volunteer opportunities
- Manage the corporate volunteers calendar and inform participants how to register to volunteer
- Ensure all volunteers have completed application forms, waiver & release forms and signed acknowledgement of safety rules prior to participation
- Evaluate and update volunteer manual every year to reflect any and all changes

- Implement a yearly feedback process for the volunteer's work experience to be reviewed and assessed each year to facilitate any changes that are deemed necessary
- Ensure that volunteer check-in procedures are followed and records of volunteer hours are maintained according to established procedures
- Supervise volunteers participating in the program
- Assist with conflict resolution among clients, staff and volunteers according to established procedures
- Prepare an annual report on the contribution of the volunteer program to the organization

QUALIFICATIONS:

- Certificate in Volunteer Management, Business Administration or Recreation Management
- Minimum 3-5 years managing and leading volunteers in a structured environment
- Experience with Volunteer Hub or other volunteer management software required
- Excellent communication skills, written and verbal
- Strong computer skills (MS Office) and proficient in database management
- Well organized, detail-oriented person.
- Comfortable working with a diverse population on a daily basis.
- Membership in Manitoba Association of Volunteer Administrators an asset

TO APPLY

Submit a resume and cover letter, including how you meet the outlined qualifications as well as salary expectations to Linda Peters at lpeters@habitat.mb.ca . Please note only successful candidates will be contacted.

Deadline to apply is Wednesday March 22, 2017