

Soci t  Alzheimer Society

WINDSOR - ESSEX COUNTY

JOB POSTING

POSTING DATE: August 19, 2010

POSITION: VOLUNTEER COORDINATOR
TEMPORARY FULL-TIME (18-month contract)

POSITION SUMMARY

Reporting to the Manager of Client & Volunteer Programs or designate, and serving the residents of Windsor and Essex County as a vital member of a multi-disciplinary leadership team, key duties are the planning, implementation and evaluation of volunteer services through recruitment, screening, orientation, coordination, training, recognition and ongoing support of a diverse volunteer base. This position is for an 18-month contract.

MINIMUM QUALIFICATIONS/SKILLS:

- Post-secondary degree or diploma in health/social service/volunteer management related field is required.
- Previous experience in volunteer management and community outreach.
- Experience in training/coordinating diverse groups and planning special events.
- Experience with Alzheimer's Disease and related dementias and the not-for-profit sector an asset
- Exemplary management, leadership and organization and planning skills are required
- Excellent verbal and written communication skills
- Working knowledge of Microsoft Office
- Adaptable to changing workplace demands
- Strong interpersonal and organizational skills.
- Ability to prioritize workload and manage multiple skills.
- Valid driver's license with no restrictions and use of a reliable vehicle required.
- Bilingualism is an asset.

KEY DUTIES:

- Develop recruiting strategies and ensure an adequate number of volunteers to meet the Society's volunteer needs including volunteer companions for the Volunteer Companion Program.
- Plan, develop, implement and evaluate volunteer recruitment activities in response to organizational needs.
- Develop volunteer job descriptions and provide regular evaluation of volunteers.
- Screen potential volunteer for placement at the Alzheimer Society of Windsor & Essex County and provide referrals as appropriate.
- Provide orientation and coordinate ongoing training for volunteers.
- Coordinate activities related to the recognition of volunteers.
- Prepare a monthly summary report of volunteer and community awareness activities and events.
- Collect and analyze statistics, maintain records and process data collaboration with other staff.
- Develop and implement means of continuously improving volunteer services including retention, recognition and training processes.
- Sits on internal as well as external committees
- Prepares/submits program reports on a regular basis to the Manager

COMPENSATION: \$18.00 - \$19.00 per hour based on experience and qualifications.

Applications to be marked "CONFIDENTIAL – Volunteer Coordinator" and must postmarked no later than

Monday, August 30th, 2010

NO FAXED OR E-MAIL RESUMES WILL BE CONSIDERED

Please address to:

Human Resources

Alzheimer Society of Windsor & Essex County

2135 Richmond Street

Windsor, ON N8Y 0A1