



VOLUNTEER COORDINATOR	APPLY TO INFO@VOICEFOUND.CA
<p>We operate with a dedicated team of volunteers. In this role, you will help keep our volunteers organized and ensure that all required shifts are covered appropriately and effectively. We want someone who will take ownership of this role and proactively engage volunteers. Don't worry – you won't be doing it all alone – staff will support you in this role.</p>	
<p>The first couple of months in this role will include some additional duties as we launch services across Eastern Ontario.</p>	
<p>Time commitment: Once a week we will spend a quick hour (or less) together to discuss the known needs for the upcoming weekend and week. After that we anticipate no more regular check of email each day to react to changes, modify schedules. In total approximately 10-15 hours per week. This is a job that can easily be done from home most days.</p>	
<p>Duties and responsibilities:</p> <ul style="list-style-type: none">• Strictly adhering to our safety protocols• Work with Voice Found staff to assess needs for the coming month and week, identify appropriate volunteers and schedule accordingly.• Communicate scheduling needs to appropriate volunteers and fill requirements• Complete reference checks, provide letters for police and vulnerable sector screening• Serve as the main point of contact for volunteers• Assist with the recruitment and screening of volunteers• Assist with orientation and training• Coordinate volunteer training and keep records of volunteer hours and feedback• Treat all clients, service providers, staff and volunteers with respect, dignity and compassion• Attend specialized training and volunteer meetings/events as required	
<p>Qualifications:</p> <ul style="list-style-type: none">• Experience working as a volunteer leadership role and/or actively engaged with the volunteer community• The ability to communicate with, supervise and empower volunteers to be effective in their roles—experience with volunteers preferred• Ability to work cooperatively with different types of personalities• Be in good physical and mental health• Superior organizational skills• Good knowledge of MS Word and basic html would be an asset• Ability to handle confidential paperwork and communications in a proper manner;• High attention to detail;• Self-motivated, proactive, and capable of performing well in a fast-paced, high-energy environment;• Ability to work with minimal supervision;	
<p>Personal qualities:</p> <ul style="list-style-type: none">• Empathy, compassion and a non-judgemental approach with people• Firm and fair• Supportive listening skills• Reliability and punctuality• Flexibility and adaptability to emergency situations	
<p>Position requirements:</p> <ul style="list-style-type: none">• Respect and comply with Voice Found policies, procedures, codes of conduct and ethics• Abide by an oath of confidentiality related to client information• Accurate record keeping• Access to a personal computer and phone to work from home• Flexibility to work in the Voice Found office on occasion• Bilingual preferred	