

## **Employment Opportunity**

**We are inviting applications for a Part-Time Volunteer Coordinator**

**This position is 15 hours per week**

**The hourly rate is between \$19.77 and \$22.48**

**Job Summary:** The Volunteer Coordinator oversees, implements and evaluates the Volunteer Program of the Vernon Women's Transition House Society. Recruits, selects, trains, and supervises volunteers. Makes recommendations for program improvements, policies and procedures.

### **Key Responsibilities:**

- The Volunteer Program is in development and the goal for this position is to enhance the program and increase the volunteer participation and commitment to benefit all our programs and services.
- The Volunteer Coordinator will identify trends and needs of the Society and the community and work collaboratively with community groups to promote interest, participation in and support of the program.
- The Volunteer Coordinator will ensure ongoing program evaluation and make recommendations regarding program improvements.
- The Volunteer Coordinator will ensure all volunteer files, records, statistics, and reports are maintained.

### **Qualifications:**

#### ***Education, Training and Experience***

- Diploma in Human/Social Services field
- Certificate in Volunteer Management
- Two years recent related experience, which includes providing direct or indirect support to volunteers

An equivalent combination of relevant education, training and experience will be considered.

#### ***Skills & Abilities***

We are looking for someone who is professional, personable, flexible, creative, who communicates well and can adapt their style within a diverse environment.

It is essential in this position to have proven interviewing and assessment skills.

Proficiency with Microsoft Office and outstanding organizational abilities are key.

This position requires tact, diplomacy, and the ability to problem solve.

**Additional Information:** This position requires

- A satisfactory enhanced Criminal Record Check.
- Membership with the BC Government and Service Employees' Union.
- A valid driver's license and availability of personal vehicle for work purposes.

**To apply:** please submit resume with cover letter to [hr@vwts.ca](mailto:hr@vwts.ca) by May 29, 2017, quoting Competition 2017-003 in the subject line.

*Only applicants selected for an interview will be contacted*