

Job description

Position: Volunteer Services Coordinator – Build Site

Reporting to: Director of Community Outreach

HabitatWR has been building community and transforming the lives of hard working low income families since 1988 in Waterloo Region. Our Mission is to mobilize volunteers and community partners in building affordable housing and promoting home ownership as a means to breaking the cycle of poverty.

Position summary

The Volunteer Services Coordinator Build Site will be responsible for various volunteer-related aspects of the organization with a particular focus on the build site volunteer roles.

This is a full-time position at 37.5 hours per week.

- Hours are 8:00 to 4:00pm Monday through Friday.
- Occasional evening and extra weekend work may be required.

Duties and responsibilities

- Coordinating all volunteer-related aspects to the Build Project including recruitment, registration, training and recognition.
- Working closely with the Construction Project Manager to plan volunteer tasks for the day depending on numbers and skill-levels of volunteers.
- Greeting and training volunteers daily with a pre-determined safety training and orientation program.
- Promoting and helping to ensure a safe work site.
- Overseeing hospitality including working with volunteers to provide refreshments throughout the day.
- Maintaining accurate volunteer data in our volunteer management system.
- Working with the ReStore Volunteer Services Coordinator, providing leadership for the Volunteer Services Department including:
 - Remaining updated in Volunteer trends across Canada to ensure we are offering the best volunteer experience possible;
 - Regularly reviewing the organization's volunteer services opportunities to identify and manage gaps and opportunities;

- Identifying and stewarding local partnerships – defining mutually beneficial opportunities (e.g. Canada Mental Health Association, Region of Waterloo, YMCA, Corrections Canada, etc.);
- Responding to inquiries about volunteerism from the public – including attending volunteer recruitment fairs, and responding to speaking engagements;
- Championing the importance of volunteerism internally and externally – acting as cheerleader and coach to the rest of staff to help them work effectively with our volunteers;
- Work on projects that are collaborative across the organization.

The list of duties and responsibilities is not intended to be all-inclusive and may be expanded to include other duties or responsibilities that management may deem as necessary.

Qualifications

- Understanding of the volunteer management cycle and experience implementing its various elements.
- Proven ability to organize and motivate groups of volunteers.
- Excellent customer service skills and experience relating to various members of the public.
- Excellent written and verbal communication skills with experience in public speaking.
- Physically capable of lifting and carrying up to 20 lbs, as well as walking up stairs on an active build site.
- Intermediate level knowledge of Microsoft Office Suite, in particular Word, Excel and Publisher.
- Experience working with Salesforce or other Human Resource Management software systems would be considered an asset.
- Ability to work independently and as part of a team.
- Ability to work flexible hours.

Other requirements

- Provide proof of an acceptable Police Records Check working with vulnerable populations to ensure the safety and security of our youth and elderly volunteers.
- Provide proof of a valid Ontario Driver's License, adequate insurance and a clear driving record.
- Access to reliable transportation.

Risk Assessment

- Medium level risks associated with this position include: exposure to the elements (with access to shelter), dealing with many volunteers at once, working on an active construction site with inherent safety risks, and working alone occasionally with access to personal information.

Training and Supervision

- Basic orientation will be provided in the first week of employment.
- Specific training on our volunteer management database will be self-directed with some specific on-line and in-person modules available.

Please submit resume and cover letter to **Janine Armstrong, Director of Community Outreach** at jarmstrong@habitatwr.ca.

Posting closes on Sunday, January 20th, 2019 at 11:59PM.

HabitatWR is committed to being a leader in supporting and valuing the diversity of the people, organizations, and communities it serves. We thank all applicants for their interest; however only those selected for an interview will be contacted.

HabitatWR is committed to accommodating applicants with disabilities throughout the hiring process, in accordance with the Accessibility of Ontarians with Disabilities Act (AODA). We will work with applicants requesting accommodation at any stage of the hiring process.