



**INTERNAL AND EXTERNAL JOB POSTING:
Volunteer Resources Coordinator**

POSTING DATE: Tuesday, January 8, 2019
CLOSING DATE: Tuesday, January 22, 2019
STATUS: Contract: Full-time (37.5 hours per week)
February 25, 2019 to April 6, 2020
Bargaining Unit Position, Category 1
Hiring Range: \$50,278.00 -
\$51,459.00 (Plus 4% Vacation Pay)

JOB DESCRIPTION

This position develops and implements ACT's volunteer management program by recruiting, screening, training, placing and supporting volunteers. Also provides support to staff who works with volunteers:

RESPONSIBILITIES

Volunteer Management:

- Develops and maintains accurate volunteer position (role) descriptions.
- Ensures that volunteers understand ACT's Mission, Core Commitments/Values, Policies and Procedures, and their volunteer position description(s).
- Provides ongoing positive experiences for volunteers.
- Ensures that volunteer concerns are forwarded to the appropriate person(s) within ACT as per ACT Volunteer Policies and Procedures.
- Communicates regularly with volunteers that are currently not placed in a volunteer role.
- Assists ACT staff with recruitment, orientation, training, evaluation, and discipline (including dismissal) of volunteers.
- Recommends policy and procedure changes related to volunteers to ACT management.
- Represents ACT's volunteer program both within and outside the agency (e.g., to individuals, agencies and communities).

Volunteer Recruitment, Training, Support and Recognition:

- Liaises with staff to determine requirements for volunteer related activities.
- Ensures that the specific volunteer recruitment needs within ACT's Development Department are met and provides relevant volunteer orientation to ACT. Supervision of such volunteers is provided by staff for whom the volunteers are recruited.

- Develops and implements recruitment strategies to meet the agency's volunteer needs.
- Interviews, screens and assesses volunteers to ensure appropriate placement within the agency.
- Coordinates the development and delivery of ACT's Volunteer Core Skills Training for new volunteers that will be working in program and service delivery.
- Liaises with staff to ensure the delivery and evaluation of program-specific volunteer training.
- Coordinates educational/development opportunities for volunteers (including "in-service" training opportunities).
- Provides ongoing communication with ACT volunteers, via emails and through other communication channels.
- Develops and implements strategies for integrating volunteers throughout the agency.
- Coordinates volunteer recognition activities, including National Volunteer Week activities, the annual Volunteer Appreciation Party and recognition at ACT's Annual General Meeting.
- Chairs the internal Volunteer Management Committee comprised of staff from across the agency that work with volunteers.
- Evaluates volunteer programs to ensure effectiveness and efficiency.
- Oversees recruitment, screening and placement of agency interns (including Development, Operations, and Programs and Services).

Administration & General Duties:

- Develops, with management, an annual program workplan and budget.
- Gathers statistical information on volunteer activities within agency.
- Prepares statistical and other program reports.
- Maintains accurate volunteer records and updates databases as necessary.
- Participates on internal teams and external committees to communicate information, resolve problems and achieve the goals of the organization.
- In addition to compliance with all organizational policies and procedures, the incumbent is also expected to behave ethically, demonstrate competence in effective communication and team building, demonstrate effectiveness in working in a collaborative environment, and demonstrate confidence in decision-making and in building relationships.
- Performs other tasks as assigned by management.

Qualifications

- Volunteer Management certificate from a recognised college or university, or equivalent.
- Minimum of 3 years of dedicated volunteer coordination experience
- Demonstrated success in developing a diverse volunteer base.
- Working knowledge of volunteer database software.
- Good understanding of the issues related to HIV and AIDS, sexual health and harm reduction.
- Fully proficient with Microsoft software, databases and internet-based research.
- Strong organizational and planning skills.
- Ability to work independently, be self-directed and function effectively in a team environment.
- Excellent written and oral communication skills along with good presentation and training skills.
- Previous experience or training in group facilitation

In addition to compliance with all organizational policies and procedures, the incumbent is also expected to work in a manner that aligns with ACT's values, demonstrate competence in effective communication and team building, demonstrate effectiveness in working in a collaborative environment, and demonstrate confidence in decision-making and in building relationships.

APPLICATION PROCESS

Please forward a current resume, with covering letter detailing how your qualifications match this opportunity, to the address noted below:

Careers
AIDS Committee of Toronto
543 Yonge Street, 4th Floor, Toronto, ON M4Y 1Y5
Email: careers@actoronto.org
Fax: 416.340.8224

Please visit our website for more information: **www.actoronto.org**.

We thank all candidates for their interest in the work of ACT; but only candidates selected for an interview are contacted. No telephone or walk-in inquiries please. All applications are considered confidential.

ACT is committed to and adheres to the principles of the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act (AODA), Employment Standards, the Pay Equity Act, the Occupational Health and Safety Act and all other applicable legislation. We are committed to integration and to removing barriers to accessibility in the workplace. We strongly encourage applicants to apply who are living with HIV and who self-identify on the basis of any of the protected grounds under the Human Rights Code including but not limited to age, gender identity, race, ethnicity, ability/disability, or sexual orientation. ACT recognizes that equitable access to employment is an agent in social change.