



LIFE AFTER FIFTY
635 McEwan Avenue
Windsor, ON N9B 2E9

JOB DESCRIPTION – Human Resources & Volunteer Coordinator

Status: Permanent Part-time (28 hours per week)

Reports to: Program Managers of Community Support Services and Seniors' Active Living

Position Summary:

The Human Resources/Volunteer (HRV) Coordinator is responsible for recruitment, screening, orientation, scheduling and performance managing of all LAF volunteers and staff. This is done in conjunction with the Program Managers (PM) to which each of the volunteers and staff are connected or assigned.

Key Responsibilities:

1. Planning

- a) Establish goals and objectives for the volunteer program in consultation with PMs.
- b) Facilitate a positive working relationship with administration, staff, members and volunteers in order to adequately meet the needs of older adults within the Centres and the community.
- c) Develop and review all position descriptions and relevant policies and procedures on an on-going basis.
- d) Maintain up to date, accurate records and statistics.
- e) Compile and report monthly statistics to the PMs.
- f) Participate as a member of Windsor Essex Association of Volunteer Administration (WEAVA).
- g) Sit on committees planning community events involving the Centres.

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2. Recruitment

- a) Pursue avenues of recruitment (ie: place job ads, public presentations, school programs, etc.).
- b) Promote the Centres in the community.
- c) Recruit volunteers for community/fundraising events.
- d) Develop and maintain good relations with high schools, St. Clair College and the University of Windsor for mutually beneficial utilization of students.

3. Screening

- a) Follow the screening process as set out in Centres' Policies and Procedures when processing volunteers and staff applications.
- b) Follow up on referrals and arrange for interviews in a timely manner.
- c) Review applications, assessing capabilities and interests, checking references and outlining position opportunities/responsibilities.
- d) Match volunteers appropriately with seniors & programs.

4. Monitoring

- a) Maintain regular contact with volunteers to ensure position is meeting their needs and the organization's needs.
- b) Conduct annual volunteer/staff satisfaction surveys.
- c) Organize meetings with volunteers and/or groups involved in all Centre programs.
- d) Assist Program Managers with Annual Performance Appraisals with staff.

5. Recognition

- a) Informally recognize and support volunteers on an ongoing basis.
- b) Initiate and co-ordinate activities for formal recognition of volunteers and staff once per year.

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- c) Plan and purchase items for volunteer recognition year round, within budgetary limits and as directed by PMs.
- d) Nominate appropriate volunteers for awards (local, provincial and national).

6. Training

- a) Provide initial orientation for all volunteers / students / staff.
- b) Develop and/or provide training opportunities for volunteers/staff.

Qualifications:

- Degree or diploma in human resources, business, non-profit management or other related fields.
- Fundamentals of Volunteer Management Certificate or Equivalent an asset.
- Demonstrated experience in volunteer management.
- Some experience in the provision of programs for older adults.
- Proven organizational and communication skills.
- Proficient with Microsoft Office Suite.
- Must have a valid driver's license and access to a vehicle as needed.
- Must be flexible and willing to work at all related programming sites, evenings and weekends.
- Police clearance required.
- Ensure compliance with all Supervisory Duties and Responsibilities as outlined in the Occupational Health and Safety Act.
- Proficiency in both official languages is an asset.