



Steveston Community Society

Serving the Community of Steveston Since 1946

EMPLOYMENT OPPORTUNITY

Volunteer Coordinator – Temporary

Steveston Community Society is accepting applications for the temporary part-time Volunteer Coordinator position. The successful candidate will be responsible for developing, implementing, maintaining and evaluating a comprehensive volunteer program within a Recreation Services setting for the Steveston Community Centre.

Duties and Responsibilities:

- Develop, implement, maintain and evaluate a non-profit volunteer program in line with the City of Richmond's volunteer strategy
- Recruit, screen, interview and train potential volunteers for programs and special events
- Evaluate volunteer skills and deploy to appropriate assignments
- Identify and develop meaningful and engaging volunteer opportunities
- Establish and maintain regular communication with volunteers
- Develop a volunteer recognition program
- Liaise with other related organizations, agencies and community groups
- Evaluate components of the volunteer program for effectiveness; recommend and implement approved changes; monitor and update admission criteria to the volunteer program
- Maintain records relating to volunteers including communications with volunteers, community relations activities and events; track volunteer hours and maintain database
- Other related duties as assigned

Required Qualifications:

- Grade 12 plus two years' post-secondary education and 2 years' experience in volunteer management or an equivalent combination of education and experience
- Standard or Emergency First Aid and CPR
- Previous volunteering experience
- Interpersonal and communication skills
- Basic computer skills
- Successful completion of a police information check

Desired Skills:

- Experience working with people with disabilities and with people from diverse cultures
- Conflict resolution skills
- Second language

Hours of Work and Remuneration:

- 20 hours per week (evening and weekend work is a requirement of this position)
- \$22.86 per hour

Interested candidates may apply for this position by sending a cover letter and resume to:

Alisa Carey – Community Facilities Coordinator - Steveston Community Centre - acarey@richmond.ca

The deadline for receiving applications is **August 30, 2017 at 11:59 p.m.**

The Steveston Community Society thanks all applicants in advance for their interest.

Only those candidates under further consideration will be contacted. No phone calls please.