
EMPLOYMENT OPPORTUNITY

Volunteer Coordinator – Temporary

Richmond Agricultural and Industrial Society is accepting applications for the temporary Volunteer Coordinator position. The successful candidate will be responsible for developing, implementing, maintaining and evaluating a comprehensive volunteer program for the Steveston Farmers & Artisans Market and the Steveston Salmon Festival.

Duties and Responsibilities:

- Develop, implement, maintain and evaluate a non-profit volunteer program
- Recruit, screen, interview and train potential volunteers
- 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:

- February to September 2018
- 10 hours per week (Feb to Apr and Jul/Aug); 15 hours per week (May); 30 hours per week (June)
- Evening and weekend work is a requirement of this position and ability to work July 1
- \$20.78 per hour

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

Janice Froese – Administrative Coordinator - jfroese@richmond.ca

The deadline for receiving applications is **January 10, 2018 at 11:59 p.m.**

The Richmond Agricultural and Industrial Society thanks all applicants in advance for their interest.

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