



Steveston Community Society

Serving the Community of Steveston Since 1946

EMPLOYMENT OPPORTUNITY

Volunteer Coordinator & Event Support – Temporary Full Time

Steveston Community Society is accepting applications for a temporary full time Volunteer Coordinator & Event Support position. The successful candidate will be responsible for developing, implementing, maintaining and evaluating a comprehensive volunteer program as well as assisting with the delivery of seasonal special events 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, train and supervise 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
- Assist in creating, planning, implementing and evaluating special and seasonal community events
- Design and implement a marketing plan to promote special events using mixed mediums and web based promotions
- Assist with soliciting sponsorships and donations for select special events
- Coordinate and work with other operational areas to respond to event demands
- Responsible for the collection of documented evaluations of special and seasonal events
- Other related duties as assigned

Required Qualifications:

- Grade 12 plus two years' post-secondary education and 2 years' experience in volunteer management and event planning or an equivalent combination of education and experience
- Standard or Emergency First Aid and CPR and Food Safe
- Previous volunteering experience
- Knowledge of community resources
- 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
- Intermediate knowledge of Microsoft Word, Excel and Publisher



Steveston Community Society

Serving the Community of Steveston Since 1946

EMPLOYMENT OPPORTUNITY

Hours of Work and Remuneration:

- Temporary Full Time Position (approximately June –December 2019 with a possibility of extension)
- 35 hours per week (evening and weekend work is a requirement of this position)
- \$21.07 per hour (As of September 1, 2018)

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

Hiring Committee - Steveston Community Centre – stevestoncc@richmond.ca

The deadline for receiving applications is **May 15, 2019 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.