

## Volunteer Coordinator Job Description

Please review the following job description and carefully consider whether the responsibilities, structure and time commitments are the right fit for you.

<b>Title</b>	<b>Volunteer Coordinator (2 persons)</b>
<b>Description</b>	The Volunteer Coordinator manages volunteers to ensure a highly motivated group of individuals are committed to developing the Calgary Compact according to its mission. The Volunteer Coordinator recruits, engages and evaluates volunteers, and is responsible for the intake process, coordinating orientations, networking, training opportunities, evaluating volunteers and the recognition program. We are recruiting two persons for this role, and they will determine how to share the responsibilities.
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Designing, updating and circulating volunteer job descriptions and postings to effectively recruit individuals for a variety of volunteer roles.</li> <li>• Creating and building relationships with community organizations to grow our volunteer base.</li> <li>• Communicating with volunteer applicants to manage their orientation experience.</li> <li>• Coordinating orientation sessions, from booking and setting up facilities, to arranging presenters (including presenting themselves), to recruiting, confirming and following up with attendees.</li> <li>• Coordinating networking and training (as needed) to provide volunteers with in-person opportunities to strengthen their knowledge, skill and association with the organization.</li> <li>• Ensuring volunteers are engaged, through consistent and effective communication, both through online and in-person methods.</li> <li>• Evaluating volunteers annually to provide improved volunteer/program fit and progress.</li> <li>• Coordinating recognition efforts to thank and recognize volunteer commitment.</li> <li>• Maintaining a database for tracking information, hours, roles and event participation.</li> <li>• Participating in strategic discussion related to improving the volunteer program.</li> <li>• Participating in ongoing skill-building opportunities offered by the Compact.</li> <li>• Occasionally representing the Calgary Compact at industry events.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Personable and able to develop a positive rapport with volunteers with a diversity of experiences and backgrounds;</li> <li>• Has strong administrative skills and background;</li> <li>• Has a strong familiarity with Office programs such as Word and Excel</li> <li>• Self-motivated and looking to further their interests in volunteer management as well as within the CSR and sustainability fields;</li> <li>• Has the ability to set priorities and manage workloads with minimal supervision;</li> <li>• Has a well-rounded personality with a strong sense for professionalism;</li> <li>• Has reliable daily Internet access and is familiar with standard email technology.</li> </ul> <p>The Volunteer Coordinator ideally will have some experience working with volunteers in a non-profit organization.</p>



<b>Benefits</b>	<ul style="list-style-type: none"><li>• The Compact's virtual structure ensures a flexible work schedule and work place; communications and meetings with volunteers can be adapted to the needs of your busy schedule.</li><li>• Enables you to champion and support aspects of sustainability and corporate social responsibility that are most interesting to you and other volunteers.</li><li>• Empowers you to influence Calgarians and advance the sustainability cause.</li><li>• Helps you build and strengthen your volunteer management experience.</li><li>• Gives you access to optional learning and social events offered by the Compact.</li></ul>
<b>Time commitment</b>	Each Volunteer Coordinator is asked to commit to <b>one term of 1 year</b> . A weekly commitment will average 2-4 hours per week. This includes the time involved in meeting with other volunteers, generating volunteer interest and following up with enlisting and engaging their participation.
<b>Challenges</b>	Engaging volunteers in a primarily virtual environment presents some challenges that require a charismatic and engaging personality to overcome a perceived lack of physical interaction.
<b>Training and orientation</b>	The ideal candidate will need to participate in a minimum two-hour orientation initially followed by meetings with the Board member responsible for the oversight of the Volunteer Management program to discuss program plans and strategy.
<b>Boundaries</b>	All volunteers must review, sign and comply with the Volunteer Code of Conduct.
<b>Supervision</b>	Board oversight and day-to-day contact: TBD
<b>Evaluation</b>	TBD (As this is a new position, the responsible Board member will establish in initial meetings with Volunteer Coordinators)
<b>Screening</b>	Candidates will be asked to provide a resume and an application and will be selected based on their relevant experience. A desire to learn and take initiative is key to this role.