

VOLUNTEER AND EVENTS COORDINATOR

JOB SUMMARY:

Reporting to the Executive Director, in this part-time role (hours will vary, with 20 set hours in the office, plus up to 10 more hours for various events, for a total of 30 hours a week, dependent on events), you will be responsible for supporting our volunteerism and event planning through active administration of procedures, processes and resources.

JOB DESCRIPTION:

- Responsible for the recruitment, orientation, retention and evaluation of volunteers.
- Support effective volunteer placement and management.
- Schedule functions for all aspects of volunteerism.
- Ensure all volunteers are aware of and compliant with the Okotoks Food Bank's Health and Safety procedures, in coordination with the Warehouse Coordinator.
- Work collaboratively with the Warehouse Coordinator to schedule warehouse and special event volunteers.
- Develop a training module for new volunteer orientation.
- Inform volunteers of closures, schedule changes, media presence, events etc.
- Engage with volunteers to promote a friendly and professional environment via quarterly meetings, newsletters and social gatherings.
- Plan and implement volunteer recognition functions.
- Administer and coordinate justice related restitution programming.
- Maintain the volunteer database.
- Maintain all volunteer records or files and report quarterly on volunteer statistics.
- Create a work schedule that makes the best use of time and resources.
- Balance the needs of the volunteers with those of the organization.
- Work closely with the Executive Director to plan events as they relate to fund development and programming.

SKILLS AND ABILITIES REQUIRED:

- Decision making and leadership capabilities. The Volunteer and Events Coordinator must have a demonstrated ability to make informed and considered decisions that come to logical conclusions and mitigates risk to the organization and/or the Board of Directors.

- Post-secondary education in volunteer management, administration, customer relations, human resources is preferred. Solid knowledge of effective processes for recruiting, training, coordinating, retaining and evaluating volunteers in a welcoming, effective and efficient manner. *Appropriate level of experience would be considered in lieu of post-secondary education.*
- Considerable knowledge of volunteer management best practices for nonprofit organizations and working knowledge of event planning concepts is required.
- Minimum of 2 years related work experience.
- Experience with a volunteer management system would be an asset.
- Must be available to work some evening and weekend shifts.
- Possess a high level of interpersonal skills and ability to communicate and network with a full range of internal and external stakeholders.
- Detail oriented with great attention to accuracy.

WORKING CONDITIONS:

This position is part-time, with a set schedule of 20 hours in the office, plus up to a possible total of 30 hours per week, dependent on the event schedule.

The operating environment is such that staff may be required to work extra hours to meet the needs of the organization. While staff need to be flexible in their work schedules, the Okotoks Foodbank is committed to providing appropriate time-in-lieu or compensation.

Salary range is \$20 – 22/hour, dependent on level of experience.

Please apply with cover letter and resume to director@okotoksfoodbank.ca. Resumes will be accepted up to October 15, 2021. We thank all applicants for taking the time to apply for this position, however only suitable candidates will be contacted directly for an interview.