

Volunteer Engagement Coordinator

Posting #2023-06

Start Date: ASAP

The Volunteer Engagement Coordinator reports to the Community Service Lead at Hospice Wellington. This is a key role within the Community Team which requires a strong commitment to the position. The Volunteer Engagement Coordinator (VEC) is primarily responsible for recruiting Volunteers based on the needs of Hospice Wellington. The (VEC) is responsible for retaining new volunteers and establishing bi-monthly volunteer meetings. The VEC will also develop specialized training (for example) in addition to the standard volunteer training for those working in palliative, bereavement or art therapy. Responsibilities also include, but are not limited to, engaging new and diverse volunteers and assisting in the development of new and ongoing volunteer appreciation events. This is a Full-Time position requiring flexibility to work evening and weekend hours as needed for meetings and projects. The VEC will likely spend on average at least five days per week, Monday – Friday (37.5 work week with 8 hours days)

Responsibilities:

- Volunteer Training and recruitment throughout Guelph & Wellington County
- Community Engagement which requires travelling and public speaking
- Review and Development of Volunteer Training modules
- Volunteer Recognition events
- Matching volunteers with program needs within Hospice Wellington
- Vigil Program Oversight
- Oversight to all residential volunteer support
- Advance Care Planning Speaker Engagements
- Volunteer Assignment to wellness programs
- Registration tracking in conjunction with coordinators for Yoga, Reiki, TT, Massage etc.
- Scheduling of locations and times for wellness programs
- Home safety assessments

Experience:

- Excellent communication skills, both verbal and written to be used internally and externally
- Strong interpersonal skills with the ability to work independently and collaboratively in a fast-paced, energetic environment.
- Demonstrated ability to multi-task on a daily basis, realizing the need for detail-oriented work.
- Excellent public speaking skills with the ability to serve as a spokesperson for Community Engagement, ACP and facilitation of volunteer meetings/training.

YOUR STORY MATTERS

- Ability to establish and maintain excellent working relationships with supervisor, co-workers, volunteers and donors.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Minimum of two years experience working with volunteers or a bachelor's degree in a related field
- Two years of experience in a progressive non-profit organization is highly desired.
- The ideal candidate will have excellent interpersonal and communications skills with a strong passion for the organization's mission.
- Must possess a valid driver's licence.

COVID-19: Proof of full vaccination is required as well as the ability to continue to maintain compliance with vaccination policy.

Vulnerable Sector Check: Required

What We Offer:

- A positive, supportive and inclusive work environment
- Working within a collaborative environment of staff and volunteers who are dedicated to the mission and vision of Hospice Wellington
- Ongoing training and development opportunities
- Excellent Extended Health & Dental Benefits, Life Insurance and LTD
- Access to Employee Assistance Program (EAP)
- Paid time off

As an equal opportunity employer, Hospice Wellington is committed to employment accessibility, diversity, equity and inclusion. For this reason, we encourage applications from members of equity-seeking groups including women, racialized and indigenous communities, persons with disabilities, and persons of all sexual orientations and gender identities/expressions.

Accommodation is available during all aspects of the recruitment process. If you require accommodation, please make your request known when contacted.

Please submit your resume in confidence to info@hospicewellington.org **Attention: Hiring Committee**
Posting remains open until filled.

We thank all applicants for their interest; only those selected for an interview will be contacted.