



Opportunity: Volunteer Program Coordinator

Come Join our Team!

At NexusBC, we help people connect to resources to promote a healthy community. We have offices in Vernon and Enderby, and for 35 years, we have been providing services for job seekers, seniors and almost anyone who needs assistance in their life's journey. You can find out more about us at www.nexusbc.ca.

Do you like working with people of all kinds? Do you get excited about helping people find ways to support their community through volunteering? Then this position could be for you! NexusBC Community Resource Centre has an opening for a full-time Volunteer Program Coordinator (30 hours/week, one-year contract) who will recruit and manage the NexusBC volunteer program, assist other community agencies with their volunteer recruiting needs and guide volunteer candidates to amazing volunteer opportunities. This is a new position that will report to the Manager of Community Programs, to start as soon as possible.

Duties and Responsibilities

With nearly 100 volunteers of our own, your primary role will be to recruit, orient, train, place and celebrate volunteers working in NexusBC programs and events. You will also provide assistance to other community agencies in fulfilling their volunteer needs. This is a new role for NexusBC, reporting to the Manager of Community Programs. You will take the lead on launching this new program, and excel in this role if you:

- are a team player who can work with NexusBC Program Coordinators to identify organizational volunteer needs and opportunities, and match their needs with appropriate volunteer candidates
- are strong administratively, understanding the need and having the ability to structure and organize a new program
- like organizing appreciation events and would enjoy creating a system for volunteer recognition
- are adept at building relationships, with the ability to collaborate with partners and non-profit agencies in the community

Primary Duties

- Designs and implements a volunteer program to recruit, vet, train and engage volunteers
- Creates forms and a digital file system to maintain records for volunteers, placements and local community agency profiles
- Liaises with program employees and Marketing Manager to develop a volunteer recruiting advertising campaign
- Creates a program of ongoing training for volunteers, and coordinates training delivery
- Builds an online recruitment presence through the NexusBC website and the iVolunteer website

- Builds relationships with local community non-profit agencies
- Delivers public presentations and attends trade shows to encourage community members to volunteer
- Creates a welcoming environment for the public in the Volunteer Centre
- Builds a volunteer policies and procedures manual to ensure consistent guidelines and safety protocols are in place for all volunteers
- Organizes the annual volunteer appreciation event, and an annual community volunteer recruiting event

Other Duties

- Participates in staff and team meetings
- Manages 1-2 volunteers who will assist in the Volunteer Centre
- Available occasionally for reception desk coverage
- Assists with other NexusBC events, projects and initiatives as needed
- Other duties as assigned
- Commitment to ensuring privacy and confidentiality of personal information

Qualifications

- Degree or diploma in social work, human service work and/or volunteer management diploma and 2+ years' experience working with volunteers and seniors; some combination of education and experience will be considered
- Experience leading, coaching or supervising volunteers
- Experience working in a non-profit organization considered an asset

Skills and Competencies

- Mid to high level skills using Microsoft Outlook, Word, Excel, Google docs and using an online database
- Able to organize, multi-task, problem-solve and remain flexible within a sometimes demanding and changing environment
- Able to work well with a team
- Adept at building relationships with community agencies

Additional Requirements

- Clear Criminal Record Check for vulnerable sector

NexusBC provides a competitive benefits package to full-time employees and an inclusive and collaborative work environment. We also offer professional development opportunities and your birthday off with pay! The pay rate for this position is \$26-\$27/hour.

To apply for this position, please submit your resume and cover letter to pmyers@nexusbc.ca. This posting will remain open until filled.

We thank all applicants; however, only those candidates selected for interviews will be contacted.