



**YORK REGION CHILDREN'S AID SOCIETY**  
**16915 Leslie Street**  
**Newmarket, ON**  
**Fax: 905-898-7741 or email: [human.resources@yorkcas.org](mailto:human.resources@yorkcas.org)**

June 15, 2017

Applications are now invited for the position of:

**Volunteer Services Coordinator**

**NATURE OF POSITION:**

Reporting to the Director, Human Resources and Organizational Development this position is responsible for the coordination of the Agency's Volunteer Program of approximately 100 volunteers. The position also supports the Human Resources Department with the recruitment of Agency staff and coordinating student placements.

**JOB SUMMARY:**

**Volunteer Program**

- Recruiting, screening and matching volunteers based on Agency's needs
- Orienting volunteers to increase their understanding of the Agency, its clients, its services and the role and responsibilities of volunteers.
- Collecting, maintaining and analyzing statistical data related to all volunteer activity for the Agency.
- Conducting evaluation of the programs and services delivered by volunteers
- Promoting the volunteer program to gain ongoing community support
- Providing overall coordination and support to volunteers.
- Providing consultation and training to Agency staff in the use and supervision of volunteers
- Administering approved budget for volunteer services.
- Managing volunteer database
- Coordinating annual volunteer recognition event
- Performing other duties as required.

**Human Resources:**

- Recruitment duties include: posting jobs, screening resumes, arranging and conducting interviews, reference checking, offering employment, drafting letters and entering data into the HRIS
- Coordinating student placements
- Providing back-up coverage for other members of the HR team
- Performing other duties as required

**REQUIRED EDUCATION AND EXPERIENCE:**

- University degree and a certificate in volunteer management, or approved equivalent
- Three (3) years experience in volunteer management , preferably in a social services environment, or approved equivalent

- Education or experience in Human Resources, and bilingualism in French are considered to be assets

**SALARY RANGE:** \$50,179.98 - \$63,375.01 annually

**HOURS OF WORK:** 33.75 hours per week

Members of the Bargaining Unit or of the Non Bargaining Unit are welcome to apply for this position and should do so in writing to the Human Resources Specialist, no later than 4:30 p.m. on Friday June 23, 2017 Please quote the job title.