



KUNUWANIMANO CHILD AND FAMILY SERVICES

Kunuwanimano Child and Family Services is a not-for-profit child and family services agency offering services in a holistic manner to strengthen children and families in their own communities in the context of their unique cultural heritage.

Volunteer Coordinator

COMPETITION:	18-28	LOCATION:	Location to be determined
STATUS:	Full Time—35 Hours	CLOSING DATE:	July 23, 2018 at 4:30pm
SALARY:	\$39,415 - \$ 50,830 per annum		

JOB SUMMARY: Reporting to the Supervisor of Administration and Community Engagement, the Volunteer Coordinator responsible for all volunteer activities including program development, recruitment, placements, supervision and community events. The Volunteer Coordinator will also be responsible for soliciting donations for our Christmas Toy Drive. The Volunteer Coordinator may carry other assignments, related activities and administrative tasks as required.

REQUIRED QUALIFICATIONS:

- Certification in Volunteer Management; Post-secondary education in social sciences, human resources, community development, or adult education is an asset
- A minimum of two (2) years’ experience in Volunteer Management in a Not-for- Profit Agency, preferable with Indigenous Agencies;
- Excellent written and oral communication skills
- Excellent planning, organizational, and administrative skills
- Excellent leadership, public relations, program development and supervision skills
- Must be reliable, responsible and self-managed
- Demonstrated proficiency with various software packages including but not limited to word processing, database and or spreadsheet applications;
- Ability to organize and prioritize a variety of competing and urgent demands;
- Ability to speak a Native language will be considered a major asset;
- Must produce a negative Criminal Record Check with Vulnerable Sector Screening
- Must possess a Valid G License and have access to a reliable vehicle with appropriate liability insurance

KEY RESPONSIBILITIES:

- Develop and implement a volunteer recruitment plan
- Coordinate the entire recruitment process for all volunteer programs and activities, which includes the recruitment, screening, training, and orientation;
- Organize all required volunteer training, placements and supervision.
- Consult with staff regarding use and matching of volunteers, and community resources
- Maintain up to date volunteer policies, procedures and other resource materials in accordance with applicable legislation and Agency standards/service needs
- Coordinate formal and informal recognition efforts to thank and recognize volunteer commitment through a large annual event and throughout the year.
- Solicit donations from community resources and businesses for our Christmas Toy Drive
- Create and build relationships with businesses, community organizations, universities/colleges and individuals to grow our volunteer base.

We offer a competitive compensation package and opportunities for professional development.

Please refer to our website: www.kunuwanimano.com for posting details. A detailed job description is available upon request. Please quote the Competition No. in your cover letter and resume, and submit by email to HR@kunuwanimano.com or by mail to:

Kunuwanimano Child and Family Services
Attn: Human Resources,
38 Pine St N, Unit 120,
Timmins, ON P4N 6K6

We welcome and encourage applications from people with disabilities. Accommodation is available on request from candidates taking part in all aspects of the selection process. Please note that preference will be given to qualified First Nations and Aboriginal applicants. **Please self-identify.**

Thank you for your interest in our Agency. Only those considered for an interview will be contacted.