

Huron-Perth Children's Aid Society

is a child welfare agency advocating for and protecting children's rights with our Head Office located in Stratford and our branch office located in the town of Goderich. The agency is committed to partnering with communities to provide professional child protection services.

The Society has an opening for the following part time **12 month contract:**

.5 Volunteer Services Coordinator

The Volunteer Services Coordinator is a professional who is responsible for the development of volunteer information, recruitment, screening, and leading volunteers. This includes working with other members of the agency to plan and carry out campaign strategies and meet campaign goals and objectives. You will also be responsible for making community presentations, compiling and maintaining statistical data, and providing written reports annually.

Requirements:

- University or College graduation in an applicable discipline with related experience or an equivalent combination of education, training and experience.
- Supervisory experience and experience working with volunteers at various levels throughout the community are essential.
- Excellent analytical, organizational and time management skills.
- Ability to coordinate and direct the work of others.
- Ability to exercise a high level of tact and discretion in both internal and external interactions. Ability to motivate and lead a team and work as a team member. Ability to create and maintain good working relationships with a variety of internal and external constituents.
- Excellent written, verbal and interpersonal communication skills.
- Familiarity with the Microsoft Office programs preferred.
- The incumbent must provide their own vehicle and possess a valid driver's license as there will be travel between sites.

Interested Applicants are to respond by October 3, 2018. A letter of application, full resume, including three current professional references, should be sent to:

Shelly Crovetto
Manager of Human Resources
Huron-Perth Children's Aid Society
639 Lorne Avenue East, Stratford ON N5A 6S4
or by email HRresumes@h-pcas.ca

We thank all applicants, however, only those to be interviewed will be contacted.