



Dnaagdawenmag Binnoojiiyag Child & Family Services

517 Hiawatha Line
Hiawatha First Nation, ON
K9J 0E6

Employment Opportunity Volunteer Service Coordinator Orillia (Rama), and Peterborough (Hiawatha)

Purpose of the Position:

To maintain Volunteer Service coordination for the Agency and ensure all volunteer services operate within Dnaagdawenmag Binnoojiiyag approved policies and procedures. The Volunteer Service Coordinator will recruit, screen, and select volunteers who meet Agency criteria and are responsible for scheduling volunteer services.

Responsibilities:

- Ensure the availability of sufficient qualified trained volunteers to meet the needs of the Agency by carrying out effective advertising, screening, and selection processes;
- Ensure the recruitment of volunteers is based on necessary and appropriate role specifications and is carried out in accordance with agency standards, accepted volunteer best practices, and human rights legislation;
- Make the final selection of volunteer candidates;
- Provide orientation and training for volunteers in preparation for their potential assignments, revising materials, and updating training as required;
- Maintain complete and up to date volunteer files and other required records for the Volunteer Services department including Volunteer Service records and volunteer activities;
- Assist in identifying appropriate restraint systems for child(ren) being transported and ensuring correct installation of same;
- With the Alternative Care Supervisor, maintain up to date volunteer policies, procedures, and other resource materials in accordance with applicable legislation and Agency standards/service needs;
- To perform other duties as may be assigned from time to time by the Alternative Care Supervisor.

Education and Experience:

- Business Administration Diploma **or** Diploma in a related field with a minimum of two years related experience specifically in the area of child welfare;
- Experience in a volunteer coordination role, preferably in the Social Services sector;
- A thorough understanding of the volunteer culture and how volunteerism is/can be integrated into the work of the Agency;
- A solid understanding of, and sensitivity to, the experiences of First Indigenous peoples in Canada, and the impact of the legacy of Residential Schools and the "Sixties Scoop" upon them is essential.
- Preference shall be given for persons of First Nations, Metis and Inuit who meet the educational

requirements, or who have alternate, equivalent education, and experience in the opinion of the Executive Director.

Accountabilities:

- Ability to provide an acceptable Driver's Abstract;
- Ability to provide an acceptable CPIC with VPSS;
- The employee is required to provide their own vehicle for used on the job;
- Your vehicle should be equipped for child car seats;
- Provide Dnaagdawenmag Binnoojiiyag with evidence of your valid Ontario Driver's License;
- Provide proof of liability insurance coverage for at least \$2,000,000.00 which must include coverage for the transportation of children.

Work/Knowledge Requirements:

The successful applicant will:

- Excellent written and verbal communication skills to share information in a clear, concise, and accurate manner;
- Strong organizational and planning skills;
- Good analytical and problem resolution skills;
- Knowledge of the Highway Traffic Act and current safety requirements regarding car seats;
- The ability to develop and maintain effective relationships with Volunteers, Agency staff, and community partners;
- A sound understanding of Dnaagdawenmag Binnoojiiyag and the services provided, as well as of those who receive service.

Starting Salary Range: \$56,000.00 - \$67,483.00

Closing Date:

Open until filled, First screening March 8th, 2019;

Incomplete applications will not be considered;

Only those selected will be contacted for an interview.

Please send:

- Application for Employment (available at www.binnoojiiyag.ca). Please indicate preferred location in your application;
- Cover letter and Resume (include 3 work related references) to:

Human Resources, Recruiting Coordinator
Dnaagdawenmag Binnoojiiyag Child & Family
Services,
517 Hiawatha Line, Hiawatha First Nation,
ON K9J 0E6
Fax: 705-295-7137
Email: careers@binnoojiiyag.ca

Notes:

- Persons of First Nations, Metis and Inuit ancestry and members of Dnaagdawenmag Binnoojiiyag First Nations are encouraged to apply;
- For a full job description and any questions please email: careers@binnoojiiyag.ca