



Huron-Perth Children's Aid Society

SAFE CHILDREN, CONFIDENT YOUTH, RESILIENT ADULTS

Located in the picturesque town of Goderich, and Stratford, Ontario, we are committed to partnering with communities to provide professional child protection services. We advocate for and protect children's rights; support and strengthen families and we are leaders for positive change in our community.

Huron-Perth CAS is dedicated to building a workforce that reflects the diversity of the community in which we live and serve. We encourage applicants from African Canadian, Indigenous, people with disabilities, 2SLGBTQ+ communities to apply and to self-identify in their cover letter. We are also committed to providing barrier-free and accessible employment practices for all. Accommodations are available on request for candidates taking part in all aspects of the selection process.

The Society is currently accepting resumes for the part-time position as follows:

Volunteer Services Coordinator

The Volunteer Services Coordinator is a professional who is responsible for in-house volunteer recruitment and service coordination and to provide service capabilities in support of primary and secondary social work functions.

This role 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.

Job Responsibilities:

- Plans an ongoing volunteer recruitment campaign in consultation with the assigned Service Manager and appropriate agency staff
- Makes community presentations
- Ensures appropriate orientation and training of volunteers in consultation with supervisor
- Receives requests for volunteer services from social work staff and assigns appropriate volunteer
- Acts as a liaison between volunteers and agency staff
- Assesses volunteer performance annually (re training and reassignment, etc.)

- Compiles and maintains statistical data
- Responds to community requests for information, as appropriate
- Assists in the maintenance of positive public presence for agency;

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 is an asset
- 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.

A letter of application, full resume, including three current professional references, should be sent to:

Kelsey Sherk
HR Coordinator
kelseysherh@h-pcas.ca
639 Lorne Ave E, Stratford, ON

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