



VOLUNTEER DRIVE COORDINATOR

Job Classification – Administrative Staff

One Permanent Full-time Position

\$42,619 - \$54,394

Family & Children's Services of Guelph and Wellington County is committed to the decolonization of the child welfare system while remaining focused on the safety and wellbeing of children with their families and kin. This includes challenging and responding to the structural inequalities experienced by families.

POSITION SUMMARY:

This position provides support to the Volunteer Drive Program and scheduling support as required by the Agency.

QUALIFICATIONS:

- High School diploma, or equivalent
- Strong communication skills both verbal and written
- Excellent organizational skills and ability to multi-task
- Excellent interpersonal skills
- Proficient in the use of computer software systems including Microsoft Office and Excel
- Ability to work in a high-pressure environment
- Ability to work independently and problem solve

Location: 275 Eramosa Road, Guelph

Family & Children's Services of Guelph and Wellington County is committed to working from an Anti-Oppressive and Equity practice and dedicated to building a workforce that reflects the diversity of the community in which we live and serve. The agency encourages applications from members of an Equity deserving group and/or with lived experience. We are committed to creating an accessible environment for all. Please let us know if you have any accommodation needs.

We thank all applicants; however only those considered for interviews will be contacted.

Qualified individuals are invited to send their resume by **June 3, 2022**, to:

Human Resources

Family & Children's Services of Guelph and Wellington County

employment@fcsgw.org

Posting Date: May 27, 2022