



Part Time Volunteer Coordinator, Brenda's House
FTE 0.8 (32 hours per week)
Competition # VC2021

The Children's Cottage Society is a charitable agency established in Calgary in 1986. The Society's mission is "Building strong children and safe nurturing families through prevention programs and support services" and our vision is "Resilient children blossom in healthy families."

Reporting to the Volunteer Manger, the **Volunteer Coordinator** will coordinate volunteers to support the delivery of programs and service at Brenda's House.

You will be required to work 32 hours per week, in coordination with the Volunteer Manager to meet the needs of the program. This will require flexibility during the weekday and to work occasional evenings and weekends.

RESPONSIBILITIES

1. Coordinates Volunteers in various areas within Brenda's House.
2. Oversees volunteers throughout the volunteer experience at Brenda's House including recruitment, screening, supervision, evaluation, recognition.
3. Works collaboratively with Brenda's House Manager to plan for and meet program needs;
4. Help develop volunteer programs to support children, youth and parents who are staying at the residence.
5. Provide support to agency staff who are involved in program specific volunteer coordination.
6. Coordinate 'Days of Caring' and other volunteer group initiatives taking place at Brenda's House.
7. Maintain volunteer data base and track statistics/outcomes related to volunteer activity at Brenda's house and Crisis Nursery, and communicates data base and related information to Volunteer Manager.
8. Helps to maintain agency volunteer information, manuals, and volunteer orientation content as it relates to the Volunteer Program.
9. Provide information/articles/pictures for newsletters, website and annual report.
10. Develops, implements and monitors volunteer program materials and procedures to ensure program delivery; ensures compliance to agency and program standards and policies.
11. Manages volunteer personnel matters in a manner compliant with the Canadian Code of Volunteer Ethics and Accreditation Guidelines.
12. Helps the Volunteer Manager with stats, and coordination of volunteer recognition event and as needed.
13. Participates in other program areas as requested by the Board, the CEO, or the Director of Programs.
14. To help Volunteer Manager with administrative and other duties as needed.

EDUCATION

Diploma or Degree in a Human Services field. An equivalent combination of experience, education and training in Volunteer coordination will be considered.

EXPERIENCE

1. At least two years supervisory experience.
2. Experience in the coordination of volunteers.
3. Excellent interpersonal and oral / written communications skills.
4. Proficient computer skills.
5. Valid driver's license and use of own vehicle.
6. Experience working with families who are currently homeless is an asset
7. Experience working with Better Impact Volunteer Data Base is an asset

Pre-employment Requirements:

- A Police Information Check, which includes a vulnerable sector search, is required prior to employment.
- A Child Intervention Record Check is required upon commencement of employment.
- It is a condition of employment, that the successful candidate be fully vaccinated for COVID-19 or satisfy criteria for a duty to accommodate in accordance with the Alberta Human Rights Act.

Application Deadline: until successful candidate is recruited.

Please send a cover letter and resume quoting competition # **VC2021** to

Paula Bannerman, Manager, Volunteer Program: pbannerman@childrencottage.ab.ca

For more information about the Children's Cottage, please visit: www.childrencottage.ab.ca