



JOB DESCRIPTION

ELECTED POSITION: VOLUNTEER COORDINATOR

(REVISED NOVEMBER 2010)

GOAL OF POSITION:

- To coordinate all volunteers for the Forest Heights Community Association (FHCA).

RESPONSIBILITIES:

- Recruit, interview and coordinate volunteers for FHCA programs and special events.
- Direct the volunteers to appropriate supervisor to receive orientation and training.
- Maintain current and past files on FHCA volunteers.
- Maintain open communication with executive members, volunteers and instructors.
- Organize the annual Volunteer Appreciation Event with a sub-committee.
- Notify Sign Coordinator of any Volunteer positions to be advertised or appreciation notes.
- Contact local schools (within geographical boundaries) to promote Volunteering within the community.
- Abide by the FHCA Constitution.
- Update and keep current a list of all volunteer positions.

QUALIFICATIONS:

- Good organizational and communication skills.
- Related volunteer coordination experience would be an asset.
- Member of good standing of the FHCA.
- Submit a Police Record Report and payment receipt. The processing fee will be reimbursed by the FHCA with receipt.

ESTIMATED TIME REQUIRED:

- Varying commitment between 3 - 10 hours per month.

TRAINING REQUIRED:

- Training and orientation to be provided by the FHCA.
- Be familiar with the FHCA programs, policies and procedures.
- Assistance from the District Facilitator upon request.

BENEFITS:

- Excellent job training skills in organizing, supervising and team work.
- Opportunities to attend workshops, meetings, courses, etc.
- An excellent way to meet the people in the community.
- One free program per session (after completion of one session of volunteering).
- Pre-registration privileges.

REPORTS TO:

Forest Heights Community Association Executive

FOR FURTHER INFORMATION:

Contact the Forest Heights Community Association, 519-741-2621.