



JOB DESCRIPTION

APPOINTED POSITION: VOLUNTEER COORDINATOR

(REVISED APRIL 2015)

GOAL OF POSITION:

- To coordinate all volunteers for the Forest Heights Community Association (FHCA).
- To provide leadership to the Association in respect to Volunteer Management and Recognition.
- To represent the Association on matters of community wide discussions and actions around the broader concept of "Volunteerism".
- To position the Association as a leader in terms of best practices

SPECIFIC RESPONSIBILITIES:

STUDENTS---students who are looking to complete the high school hour requirements:

- Recruit, interview and coordinate "student" volunteers for FHCA programs and special events.
- Obtain list of volunteer requirements for our kids and children programs by communicating with Children Program coordinators and the Program Manager.
- Keep a record of the student volunteer timesheets to verify their hours.
- Direct the volunteers to appropriate supervisor/instructor to receive orientation and training.
- Notify Sign Coordinator and Webmaster of any Volunteer positions to be advertised
- Contact local schools (within geographical boundaries) to promote Volunteering with our Association.
- Update and keep current a list of all front line student volunteer positions.

ADULTS

- Advertise vacancies. List will be provided by the President and/or Program Manager
- Ensure volunteer applications forms are completed by prospective candidates..
- Obtain list of volunteer requirements for special events. i.e. Fun Day, Pizza with Santa
- Maintain current and past files on FHCA volunteers.
- Refer candidates who are interested in Board and Program Coordinator positions to the President and/or the Program Manager.
- Be involved in volunteer interviews when necessary.
- Ensure police checks are in place according to Board policies.—work with our Privacy Officer.
- Organize and offer an annual Appreciation event for all of our volunteers.
- Present the proposed event plan with a budget for Board approval
- Liase with the City volunteer coordinator and the Community Volunteer Centre

QUALIFICATIONS:

- Good organizational and communication skills.
- Related volunteer coordination experience would be an asset.
- Previous involvement with the FHCA. would also be an asset but not a requirement.
- An interest in community service.
- Member of good standing of the FHCA.
- Provide 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.
- Time requirements peak at the start of each program session.

TRAINING PROVIDED:

- Training and orientation to be provided by the FHCA.
- Direct ongoing support from the Program Manager
- Be familiar with the FHCA programs, policies and procedures.
- Assistance from the previous coordinator

BENEFITS:

- Pride in providing a valuable community service as a volunteer
- Personal networking with schools, other Associations and the City of Kitchener centre staff
- Excellent job training skills in organizing, planning, leadership and team work.
- Opportunities to attend workshops, meetings, courses, etc.
- An excellent way to meet the people in our community
- One free program per session (earned after completion of one session of volunteering).
- Pre-registration privileges.

REPORTS TO:

Forest Heights Community Association Executive and Program Manager