



Volunteer Coordinator – pending funding

A 12-month contract position from April 1, 2021 to March 31, 2022

About the Grand River Council on Aging:

The Grand River Council on Aging is a registered charitable non-profit organization dedicated to encouraging an “age-friendly community” for all residents “from 5 to 105”. An age-friendly community optimizes opportunities for health, participation, and security in order to enhance quality of life as people age. The GRCOA is committed to educating the community about and advancing research of the issues faced by aged persons, while supporting the social participation and inclusion of seniors for successful and healthy aging.

We are seeking an engaging, dedicated, and passionate Volunteer Coordinator.

Job Summary:

The GRCOA, in seeking to rebuild opportunities for volunteers in the aftermath of the pandemic, will contract a part-time Volunteer Coordinator, pending funding, to recruit and train seniors to take part in planning and facilitating new and virtual approaches to providing opportunities for inclusion and social participation.

The successful candidate will be an energetic, collaborative, well organized self-starter with excellent ‘people’ skills. You have strong time management and communication skills. You nurture relationships and enjoy matching skillsets with volunteer opportunities.

Key Responsibilities:

Reporting to the Fund Development Project Coordinator, the Volunteer Coordinator will be responsible for coordinating opportunities and activities for the inclusion and participation of GRCOA’s volunteers. These will include planning and facilitating new and virtual methods of creating educational and participative programs developed by the GRCOA. Additionally, the Volunteer Coordinator will recruit and train seniors to support the GRCOA’s “Financial Sustainability Campaign”.

Accountabilities will include volunteer recruitment, orientation, the development of training materials, training, the maintenance of a volunteer database, scheduling, recognition, and communications. The Volunteer Coordinator will contribute to the website and social media, supporting the work of the Fund Development Project Coordinator and promoting the volunteer program within the community.

Qualifications and Experience:

- University or College degree/diploma preferred.
- Demonstrated experience in a Volunteer Coordinator role.
- Proven ability to train, engage, motivate, and retain volunteers.
- Certificate in Volunteer Management an asset.

Skills and Attributes:

- Excellent communication skills including speaking, listening, and writing in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Interpersonal relationship skills including building positive working relationships with others, both internally and externally to achieve goals.
- Well-developed time management and organization skills.
- Computer proficiency (Microsoft Suite including Word, Excel, Power Point and Access), report writing skills, and competent meeting planning skills.
- Ability to work autonomously and with accountability.
- Valid driver's license and access to a vehicle/reliable transportation
- Able to provide a clear Criminal Record and Vulnerable Sector Check

Employment Type: Part-time Contract 15 hours/week

To Apply: Send a cover letter and resume **with salary expectations** to:

Grand River Council of Aging
Attention: Lucy Marco - President
363 Colborne St
Brantford ON N3S 3N2
info@grcoa.ca

To learn more about the **Grand River Council on Aging**, we invite you to visit our website www.grcoa.ca.

APPLICATION DEADLINE: Monday March 15, 2021 @ 4:00pm EST.