

Job Title:	Volunteer Coordinator
Reports to:	HR Consultant
Summary:	This position is responsible for supporting the mission of the Centre for Child Development through coordinating the people and administrative activities relating to the volunteer experience. The individual coordinates and completes various recruitment activities, documentation and reporting. The individual will liaise with department staff to understand volunteer needs and work with senior staff to plan for, hire and manage volunteers. This position also maintains the volunteer database.
Time Commitment:	4 – 6 hours per week, ongoing requirement, may increase during peak volunteer periods.
Key Responsibilities:	<ul style="list-style-type: none">• Conducts needs analysis for number and scope of volunteer roles• Completes recruitment process for volunteers, pre-screening to create a bank of available candidates• Accepts all volunteer applications, maintains the database• Conducts screens to understand volunteer's fit, interests and experience• Assists Department heads in recruitment processes and volunteer documentation• Provides volunteer orientation as required• Maintains program documentation – role descriptions, forms, and manuals and updates as required• Liaises with senior staff and coordinates and allocates volunteers for events• Coordinates on-line volunteer survey and exit interviews• Provides reporting on volunteer program
Education, Training and Experience:	<ul style="list-style-type: none">• Experience with telephone screening or appointment booking and scheduling• Experience with data processing and record keeping• Word processing and Excel experience• Interviewing experience an asset• Previous experience with similar administrative duties
Qualifications:	<ul style="list-style-type: none">• Curiosity and a learning orientation• Ability to build rapport and interact with a wide variety of people over the telephone,• Demonstrated ability managing confidential information• Demonstrated ability to independently plan and manage time• Demonstrated ability to coordinate• Attention to detail• Knowledge and comfort with word processing / computer functions /scheduling software• Excellent written and verbal communication skills• Ability to function as a contributing, helpful team member• Must pass a criminal record check