



Amata Transition House Society

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Volunteer Title: Volunteer Coordinator

Reports to: Human Resources Manager

Job Summary

This is a great opportunity for someone who is passionate about helping our community through The Amata Transition House Society.

The primary purpose of this position is to inspire, organize, and lead volunteers. You will be able to take great pride in helping your community and use this opportunity as a great experience on your resume.

Duties & Responsibilities

- You should arrive on time, follow instructions, and improve on the overall operations of the organization.
- Recruits, screens, interviews, selects, and dismisses volunteers.
- Assess Volunteer's skills and match them to placement opportunities. Orients and trains volunteers for the program(s).
- Oversees and evaluates the volunteer program; reviews policies and procedures and recommends changes to management and the board. In conjunction with management and the board, identifies volunteer staffing needs of the organization's programs.
- Preparing documents and reports for the management as required. Develop and maintain volunteer program statistics and reports.
- Collaborate and communicate with supervisors, staff, and other volunteers to plan, organize, and coordinate activities to meet the needs of clients. Act as a liaison between staff and volunteers.
- Coordinates a reward/recognition program(s) for volunteers and special events for volunteers and clients.
- Connect and communicate actively with community services. Consults with community groups and maintains contact with community groups and volunteer organizations to promote interest, participation in, and support for, the program. Develops promotional materials.
- Other volunteer-related duties as required.

Skills & Abilities

- Experience in records management and general office administration skills.
- Basic research and computer skills.
- Basic proficiency in Micro Soft Office software.
- Excellent written and verbal communication skills, attention to detail, and the ability to work independently.
- Works from a non-judgmental and feminist perspective.
- Outstanding leadership skills.
- Organizational and time management skills.

Knowledge & Qualifications

- Passion for and commitment to The Amata House philosophies and mission statement.
- Experience in interviewing, data collection, record keeping and confidentiality concerning volunteer records.
- Experience in the use of social media for marketing and connecting with community partners.
- Emotional and personal maturity to work in a stressful environment and deal with vulnerable people.

Education & Training

- Diploma in a related human/social service field or certificate in volunteer management.
- 2 years recent related experience, including volunteer management experience, or equivalent combination of education, training, and experience.
- Experience in interviewing, data collection, record keeping, and confidentiality concerning volunteer records.
- Experience in the use of social media for marketing and connecting with community partners.

Additional Requirements

- Commit at least 10 hours per week to the program for 1 year or longer.
- Must have Occupational First Aid Certificate; provide TB test results.
- Must have own transportation.
- Have an acceptable Criminal Record Check for working with children and vulnerable adults.
- This position is part of an organization where the purpose is to address and alleviate the conditions of a disadvantaged group-women and children who are marginalized by violence and various forms of inequalities. Being female is a bona fide occupational requirement.

Working Conditions

- This position is on a volunteer basis.

Supervisor:	/ /		
	Date	Executive Director- Name	Signature
Employee:	/ /		
	Date	Employee- Name	Signature
Date Approved:			