

Job Posting

Job Title:	Volunteer Coordinator	Status:	Temporary, short term contract
Department:	Volunteer Department	Union:	Included
Salary Level:	\$15.25/hour	Job #:	#22-P&C-04
Posting Date:	June 17 th , 2022	Posting Close:	July 1 st , 2022

Dixon Hall Neighbourhood Services (DHNS) is a multi-service agency located in the heart of east downtown Toronto committed to realizing the vision of a city where everyone thrives. Since 1929, we have been touching the lives of thousands of our community’s most vulnerable residents by providing a range of programs and services across every stage of life. We create lasting solutions to end poverty, social injustices, and isolation in Toronto. We value respect, diversity, integrity, care, compassion, and accountability.

The Volunteer Coordinator, will be responsible for providing a variety of duties in support of the Volunteer Program Department. Responsibilities include processes for volunteers, onboarding, updating and creating policies and administrative procedures.

RESPONSIBILITIES

- Provide assistance in support of all volunteer programs initiatives.
- Assist in updating volunteer role descriptions, and support maintaining volunteer filing system.
- Assist with recruitment processes: outreach and process volunteer applications.
- Schedule and coordinate Orientation/health & safety training and special projects as required.
- Ensure Volunteer training is up-to-date and in compliance with all requirements.
- Initiate criminal background checks for new Volunteers.
- Updating old and creating new records in sumac database.
- Assist in all staff and/or volunteer special events as required.
- Communicate/ interact with all levels of staff, volunteers and the public on a daily basis.
- Provide back-up for volunteer scheduling needs as required; assist agency programs if needed.
- Other administrative and special projects as required.

QUALIFICATIONS

- Post-secondary education in volunteer management, or Social Services.
- Minimum 1 year experience required in an administrative role.
- Good knowledge of MS Outlook, Word, Excel, Internet and familiarity with using database programs.
- Excellent interpersonal, communication skills and can act with diplomacy and tact.
- Demonstrated understanding of diversity, inclusion, access and equity principles.
- Attention to detail and excellent follow through skills with the ability to take initiative.
- Ability to manage multiple competing priorities in a fast paced work environment.
- Ability to maintain a high level of discretion and confidentiality.
- Must be qualified to legally work in Canada for the Agency.
- Able to provide a “Clear” or satisfactory Vulnerable Sector Police Check as determined by the operational requirements of the program.
- **MUST** be fully vaccinated (two (2) doses) against COVID-19 with a vaccine that has been approved for use in Canada.

To apply, please email your resume and cover letter as a single Word or pdf document to hr@dixonhall.org before **July 1st, 2022, at 4:30 p.m.** quoting **File #22-P&C-04** in the email

Dixon Hall Neighbourhood Services is committed to developing an inclusive selection process and work environment. If contacted for an interview, please advise the hiring manager if you require any accommodation during the interview process. The hiring process is governed by Dixon Hall Neighbourhood Services Race Relations and Employment Equity Policies.