



JOB POSTING

Volunteer Recruitment Coordinator, Hospice Services (Part-Time 15 hours/week) Internal and External

Position Summary:

Reporting to the Director, Hospice Services and working as a member of the hospice team, the Volunteer Recruitment Coordinator performs duties related to volunteer management (recruitment, interviewing, screening, approving applicants, training, orientation, recognition activities, development & support) while meeting the current and future volunteer needs of Community Care Northumberland Hospice Services program.

Key Accountabilities and Duties:

- Builds the volunteer recruitment and development strategy within assigned areas working with a staff team of other Volunteer Coordinators.
- Ensures the volunteer program operates within the standards and policies of the individual program areas, HPCO accreditation and the agency.
- Oversees agency volunteer management activities in coordination with Program Managers including recruitment, screening, training & orientation, recognition activities, development & support.
- Ensures adequate volunteer supply is available for program activities and/or shifts.
- Communicates regularly and consistently with volunteers in a positive manner providing guidance and support.
- Ensures accurate and up-to-date volunteer records are kept and ensures all documentation are secured in volunteer data base system.
- Develops new volunteer opportunities and/or volunteer programs responsive to the program, agency and community needs.
- Promote volunteerism throughout the agency and the broader community.
- Collaborates on volunteer education activities, recognition events and other special projects as required with all members of CCN Volunteer Management team.
- Commits to meeting the privacy obligations and requirements of the agency as a custodian of Personal Health Information.
- Actively participates and complies with the Health & Safety Program of the agency.
- Collaborates and supports the public relations activities of the agency.
- Communicates effectively with agency staff, other agencies and the public
- Commits to professional self-development and personal wellness.

Key Competencies Required for this position:

- Post Secondary Diploma in a social science, adult education or related field of study.
- Volunteer Management Certification or equivalent is an asset.
- Minimum of two-year direct experience or 4 years related experience in the not-for-profit sector.
- Demonstrated knowledge of community-based volunteer management.
- Strong verbal and written communication skills with the ability to communicate effectively and efficiently.
- Demonstrated ability to work well independently and as part of a team
- Excellent computer skills in word processing, excel, MS office programs and data bases
- Group facilitation skills and/or adult education skills
- Demonstrated skills in training, coaching and mentoring.



Additional Requirements of the Job:

- Able to work flexible hours, occasionally evenings and weekends.
- Ability to travel throughout Northumberland County to a variety of settings.
- Travel to meetings or trainings outside of Northumberland County.
- Clean Criminal Reference and Vulnerable Sector Check.
- Proof of vaccination for COVID-19

Qualified applicants are asked to submit, via e-mail, a detailed resume by **4:00 pm September 15th, 2022**
to: careers@commcare.ca

Please indicate Volunteer Recruitment Coordinator in the subject line.

***Community Care Northumberland** is a non-profit, multi-service, volunteer-based community support organization serving residents of Northumberland County. Through the creation, coordination, and delivery of nutrition, transportation, wellness, in-home and hospice services, CCN improves the health and wellbeing of our clients.*

www.commcare.ca

***Eds House Northumberland Hospice Care Centre** acts as a centralized 'hub' for CCN's interdisciplinary hospice services team by providing caregiver support, palliative outreach and education, health system navigation and grief and bereavement support in addition to resident hospice care.*

www.northumberlandhospice.ca