



Support, every step of the way

JOB DESCRIPTION

Job Title: Newcomer Services Volunteer Coordinator

Job Posting #: 824

Posting Date: June 13, 2016

Posting Closing: June 20, 2016

Status: Part Time; Contract – Non Union

Location: 52 Catharine St. N. and other sites as required

Responsible to: Manager Resource Development

PURPOSE: Plan, coordinate and implement Wesley Urban Ministries' volunteer program related to our Newcomer Services

DUTIES:

1. Work with Wesley's Newcomer staff to determine volunteer needs and increase the number of new volunteers
2. Review existing Role Descriptions and create new Role Descriptions for Newcomer Services
3. Work with the Special Events & Volunteer Coordinator to promote volunteer opportunities and recruit well suited volunteers
4. Respond to interest about volunteering at Wesley Urban Ministries in Newcomer Services and guide individuals through application process, matching them with available volunteer opportunity and providing orientation, following the same process as the Special Events & Volunteer Coordinator;
5. Work with Managers and Supervisors to ensure all volunteer data is updated and available, such as contact information and volunteer hours
6. Provide all volunteer contact information to Resource Development Administrative Assistant and ensure volunteer excel spreadsheets are updated;
7. Ensure Wesley's Volunteer Operations Manual is implemented and reviewed, such as the orientation of new volunteers, volunteer role descriptions and decreasing risk in volunteer opportunities;
8. Organize group volunteer opportunities for corporate teams, families and groups in Newcomer Services and be at these volunteer events as needed;
9. Organize appreciation and training events for volunteers in Newcomer Services
10. Other duties as assigned

QUALIFICATIONS

1. Post-secondary education, preferably in volunteer management, administration or equivalent job related experience;
2. Demonstrated previous success organizing volunteers and working with diverse populations;
3. Superior attention to detail and excellent organizational, planning and marketing abilities;
4. Experience organizing data in excel spreadsheets;
5. Excellent inter-personal skills with a diverse range of individuals and a positive and professional attitude;
6. Self-motivated, task focused, follow directions, work well in a team and flexible to organizational needs;
7. Ability to manage multiple projects, timelines and priorities with proven success;
8. Ability to work some evenings or weekends as events require;
9. Commitment to Wesley's mission, vision and values
10. Ability to speak Arabic an asset

COMPETENCIES

Customer Service

1. Builds constructive relationships characterized by a high level of acceptance, cooperation and mutual respect
2. Helps to create and contributes to a work environment that embraces and appreciates diversity
3. Values and respects the internal and external customers to the organization

Accountability

1. Takes personal responsibility for the quality and timeliness of their work, and team work
2. Believes, respects and adheres to the vision, mission and values of Wesley Urban Ministries

Commitment

1. Demonstrates an understanding of Wesley Urban Ministries Mission, Vision and Values through service delivery approach
2. Acts with integrity
3. Demonstrates a knowledge of the code of ethics of working in social services
4. Adapts to changing program requirements, conditions and work responsibilities

Interested candidates should submit their resume and salary expectations, as well as a cover letter describing why you would like to work for Wesley Urban Ministries. This should be forwarded to:

hr@wesley.ca

Wesley Urban Ministries is an equal opportunity employer. We encourage applications from all qualified applicants. Only candidates selected for an interview will be contacted. *No phone calls please.* More information about Wesley can be found on our website at www.wesley.ca.