
Position:	Volunteer Coordinator	Employment Type: Permanent
Program:	Admin	Job Posting #: 2800-VC-201121
Location:	New Westminster	Closing Date: Open Until Filled

The Elizabeth Fry Society of Greater Vancouver (EFry) is a charitable organization that supports women, girls and children at risk, involved in or affected by the justice system. Our programs work to break the cycle of poverty, addiction, mental illness, homelessness and crime.

VOLUNTEER COORDINATOR POSITION

EFry was founded in 1939 by a group of volunteers, and to this day, we could not achieve our successes without the support of our volunteer team. Over 10,000 hours of volunteer work are performed at EFry sites. We have a committed core of volunteers, and a desire to strengthen our volunteer capacity. Volunteers are essential to the following key programs:

- Maida Duncan New West drop-in Centre (open 7 days a week),
- The Storybook Program within prisons
- The Downtown Community Court
- The Burnaby Youth Secure Custody Centre, Fraser Valley and Alouette Correctional Centres for Women.

This is a position for someone committed to women centered services meeting the needs of marginalized women and children; and who is passionate about recruiting, screening, training and supervising volunteers. You should be committed to volunteer satisfaction, and understand volunteer recruitment, engagement, scheduling and tracking. You demonstrate your passion and commitment through documenting the efforts of yourself and volunteers on iVolunteer.

Position Function:

This role provides support and guidance for volunteer coordinators overseeing volunteer program sites, and oversees volunteers placed within the Maida Duncan Center and the Storybook Program at various prison sites. The position works a flexible schedule inclusive of a bi-weekly day on the weekend.

Responsibilities:

- Attends events, and participates in activities to ensure volunteers meet the needs of the programs directly overseen
- Mentors and support volunteers directly supervised and two offsite EFry volunteer coordinators responsible for their programs.
- Participates in Extended Management meetings and represents program and client needs.
- Contributes to performance reviews and feedback for the mentored EFry volunteer coordinators.
- Develops community partnerships and foster relationships to support practicum placements including the dental hygienist clinic.

- Ensures compliance to EFry policies, procedures, and practices. Prepares and maintains necessary reports detailing outputs of volunteers and their activities.

Minimum Qualification and Skills:

- Volunteer Management Certificate strongly preferred.
- Minimum 3 years' experience recruiting and managing volunteers.
- Familiarity and experience with volunteer management software.
- Demonstrated ability to coach and mentor volunteers to achieve goals.
- Excellent communication and problem-solving skills.
- Proficiency in MS word, Excel, Outlook and entering data and managing petty cash.
- Valid BC Driver's License and willing to drive.

HOURS OF WORK AND BENEFITS

Candidates must be willing to work a flexible 35 hour week, including some evenings and weekends. EFry pays for required pre-requisites of employment inclusive of First Aid Training, Food Safe Level 1, and a Criminal Record check inclusive of a Government of BC Vulnerable Sector Check

Application Process: E-mail cover letter and resume as Word doc or Adobe PDF to humanresources@elizabethfry.com , enter **Application Senior Volunteer Coordinator** in subject line.

Applications accepted until position is filled.