

Volunteer Group Coordinator

<p>Role Title:</p>	<p>Volunteer Group Coordinator (Ongoing recruitment for placement on an “as-needed” basis)</p>
<p>Purpose of the position:</p>	<p>To help organize and coordinate volunteer-run, weekly educational groups with various purposes and objectives such as Coffee Talk, Score High, Computer Connect Club, Homework Helpers, Happy Fridays</p>
<p>Duties and responsibilities:</p>	<p>We are looking for enthusiastic, talented and original individuals with experience in organizing volunteers to run groups with specific educational objectives and goals. You will keep a roster of the group’s volunteers and will make sure that they attend their respective posts. You will keep a list of potential volunteers to replenish the posts when volunteers leave their duties permanently or temporarily. You will be communicating with the respective staff to make sure groups have their assigned volunteers for the week. You will ensure that staff is provided with information necessary for completion of volunteer files. You will help keep time-track data for volunteers’ time contribution. You will assist staff in organizing small group- specific volunteer recognition.</p>
<p>Benefits to you:</p>	<p>You will find working with our organization rewarding, fun and fulfilling. You will have ample opportunity to put your skills to work and show your capacity to work with volunteers and group participants. You will have opportunity to work with talented and imaginative staff and other volunteers. You will have opportunities to engage a diverse group of volunteers around the same goal. You will expand your knowledge of various cultures and backgrounds. You will be appreciated for your contribution to a progressive organization. We will provide you with meaningful and appreciative</p>

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	references.
The skills you need:	<p>You have experience in keeping records and developing a database for the purpose of your specific group.</p> <p>You are organized and have excellent attention to details.</p> <p>You know how to thank others in a meaningful way</p> <p>You are connected or have the ability to connect to various cultures and secure their commitment to the cause you promote.</p> <p>You are an excellent communicator.</p> <p>You like and appreciate working in a team environment.</p>
Training and orientation:	<p>You will be oriented to and trained in the group you are expected to manage.</p> <p>There will be orientation in the overall educational purpose and objectives of the organization and your specific group.</p> <p>You will be provided with a general orientation to the organization.</p>
Time commitment:	Average 2-3 hours per week time commitment.
For more information contact:	Poli (519) 836-2222 ext: 234