



**Job Description:  
Volunteer Recruitment Coordinator:  
Full time, Contract based to Dec. 31, 2022, with the likelihood of renewal**

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**About you:**

Do you have strong communication and networking skills in order to attract and build relationships with potential candidates looking to volunteer with us? Are you organized and have good time management skills with a strong orientation towards achieving results? Are you a team player who is able to work autonomously? Do you have experience recruiting, training, supporting and retaining volunteers? Do you come with a strong work ethic and know how to have a good laugh too? Then, this role may be for you!

**Position Purpose:**

The Volunteer Recruitment Coordinator will work to build on a strong base of volunteers in all service areas (Programming, Jewels Stores, Board of Directors, and others as necessary) in order to build on existing resources and serve more children through mentoring in Lanark County.

**Reports To:** Executive Director

**Works directly with:** Big Brothers Big Sisters of Lanark County (BBBSLC) Staff Team and Volunteers

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**Volunteer Recruitment Program Development:**

- Further develop a volunteer recruitment strategy, to meet with today's changed climate by working closely with agency staff to assess needs, ideas and knowledge sharing
- Maintain our volunteer recruitment social media strategy, modifying as needed, to meet with today's changed climate by working closely with agency staff to assess needs, develop ideas and share knowledge.

**Qualifications**

- Minimum 2 years of experience in volunteer recruitment and management in the non-profit sector.
- Minimum college level education in volunteer management, human resources management, child and youth services, social and community services, or other related fields.
- Ability to work as a team member in a dynamic, complex environment and organize time and workload appropriately.
- Ability to communicate effectively both orally and in writing with all levels of staff, the public, and program participants while maintaining objectivity and confidentiality.

- Ability to establish and maintain effective working relationships with staff, volunteers, participants and parents.
- Demonstrate good problem-solving skills.
- Current First Aid and CPR. (We can facilitate this)
- Current Vulnerable Sector check. (We can facilitate this).

#### **Volunteer Recruitment Duties:**

- Work with BBBSLC staff to understand recruiting needs/problem areas and develop plans to meet those needs.
- Attend recruitment opportunities (e.g. job fairs, markets, etc.) to encourage the intake of new volunteers to meet agency needs.
- Source, screen and interview candidates, assessing for technical knowledge and cultural-fit, in compliance with National Standards.
- Input and process volunteers in accordance with National Standards into the agency database system as well as the hard copy filing system.
- Plan recruitment events, and use existing agency opportunities to recruit (create and distribute posters, window stickers, memberships to volunteer centres, etc.)
- Further develop social networking strategies to better engage a variety of generations.
- Build a strong database of active and passive candidates for recurring and hard-to-fill roles through various recruitment/retainment strategies.
- Provide guidance and feedback to hiring managers throughout the recruitment process and share knowledge about best practices to help recruit the best suited volunteers to the organization.
- Provide a positive and efficient candidate experience throughout the recruitment process with inquiry to screening complete for any volunteer within one month.
- Other duties, as required, as they relate to the recruitment, development, and satisfaction of volunteers.

#### **Administrative Duties:**

- Maintain social media sites across the agency
- Enter all volunteers and screening processes into the agency database
- Send follow up letters and correspondence as necessary
- Perform general office duties
- Record and forward telephone inquiries
- Assist in the reporting of the Volunteer recruitment process to the position funder
- Other duties as required

#### **Volunteer Support Duties:**

- Assist the staff team in the development, execution, and analysis of volunteer surveys and report outcomes to the Executive Director and Fund Development Coordinator
- Assist in the development and delivery of volunteer appreciation programs and events
- Assist at agency events as needed

#### **Measures of Success:**

- Strategies and events (where applicable) are well organized and thought out

- Recruitment reaches targeted goals
- Project Statistics are collected as per provided methodology
- The volunteer recruitment strategy is executed efficiently and remains on target
- All expectations of management have been met
- Hours have been completed as required by contract

**Skills:**

- Experience managing a full volunteer recruitment cycle (from recruitment to placement)
- Strong to advanced knowledge of social media platforms, Google Docs, Zoom, Teams, CRM, Mail Chimp, Microsoft Office Suite
- Well-developed interpersonal and communication skills, both written and oral
- Self-motivated. Self-directed
- Demonstrated ability to meet deadlines
- Ability to work well as part of a team
- Strong organizational skills

**Evaluation:**

On-going check-ins and annual formal review. Regular check-ins will ensure the success of the contract.

**Still Interested?**

Please send, to [sandra.burelli@bigbrothersbigsisters.ca](mailto:sandra.burelli@bigbrothersbigsisters.ca);

1)Your Resume

2)A one-minute video (in place of your cover letter) telling us why you think you are right for this role.

Please submit your application by August 1, 2022

In accordance with our current vaccination policy, all employees must be vaccinated against COVID-19 in accordance with local health unit requirements. Proof of vaccination is required (but not copied or retained on file).

BBBSLC is an equal opportunity employer that thrives on diversity and creativity. No applicant will be discriminated against on the basis of any grounds protected by The Human Rights Code.