



EMPLOYMENT OPPORTUNITY

Volunteer Coordinator

Our Senior Services team of staff and volunteers provides non-medical support and social programs to help older Islanders remain independent in their own homes and connected to our island communities. We are hiring a Volunteer Coordinator to assist with volunteer recruitment, training, scheduling and support.

The Volunteer Coordinator works on both Hornby and Denman Islands and is a key team member to help us grow and strengthen our services. Day-to-day activities include:

- assisting with development of volunteer roles and job descriptions,
- matching volunteer skills with program participants and program needs,
- assisting with volunteer training and support program,
- maintaining a database of volunteer skills, contact information, and availability, and assisting with scheduling,
- assisting with the development of codes of conduct and core safety procedures.

The successful applicant will be organized, reliable and comfortable working with diverse community members on both islands. They will be comfortable representing our organization, making presentations and have an existing knowledge base of seniors' issues and the challenges islanders may face as they age.

This is a part time position averaging approximately 18-20 hours per week and eligible for the Society's benefit plan. Hourly rate is between \$26 and \$28/hour depending on qualifications and the candidates' ability to fulfill the full scope of the job description. This position is to start immediately and concludes on Mar 31, 2025, with the possibility of an extension with ongoing funding.

A detailed job description is available at hornbydenmanhealth.com.

Interested applicants are invited to email their resume and covering letter as an attachment to Jane Waite at jane@hornbydenmanhealth.com.

Closing date for applications is May 21, 2024



Volunteer Coordinator

Hornby Denman Health, Seniors Services provides non-medical support and social programs to older Islanders to assist them with living independently in their own homes and stay connected to their community. The Volunteer Coordinator ensures quality and timely volunteer recruitment and services consistent with the objectives of the various Seniors Services programs. This position reports to the Manager, Seniors Services.

Key Duties:

- Works with Program Manager to develop and maintain volunteer job descriptions.
- Recruits qualified individuals and matches them to opportunities within the various Seniors Services programs.
- Assists with development and implementation of the Seniors Services volunteer training and support program.
- Plans and leads new volunteer orientation sessions.
- Maintains a database of volunteer skills, contact information, and availability.
- Assists the Hornby Denman Health Care Coordinator with matching participants with volunteers for friendly visits, transportation requests and other volunteer tasks.
- Promotes volunteerism and engages the support of the public, community groups, and businesses on both Hornby and Denman Islands.
- Collaborates with community partners as related to volunteer logistics.
- Assists with the development of codes of conduct and core safety procedures to uphold the organization's values.
- Carries out other duties as assigned by the Program Manager.

Typical Qualifications:

- Demonstrated success training and supporting volunteers or small teams,
- Experience and interest in working with a diverse community including different cultures and socio-economic backgrounds,
- Knowledge of seniors' issues and the challenges seniors may face accessing support.
- Ability to establish and maintain rapport with participants, staff and volunteers.
- Well-developed interpersonal, communication and group facilitation skills.
- Proficient computer skills including basic spreadsheet and word processing, online forms, and reporting,
- Excellent administrative, organizational and time management skills.
- Physical ability to carry out the duties of the position.
- Valid Class V BC Driver's License.

Conditions of Employment

- Travel between Hornby and Denman Island is required
- Provide a satisfactory BC Ministry of Justice Criminal Record Check, will be completed by Hornby Denman Health at time of hiring
- Willingness to work occasional evenings and weekends as required

Salary and Benefits

- Average of 18-20 hours per week
- \$26-\$28 per hour
- Eligible for the Hornby Denman Health benefit plan