

Alzheimer Society

THUNDER BAY

JOB DESCRIPTION

JOB TITLE	Human Resources/Volunteer Coordinator
REPORTS TO	Executive Director
STATUS	Internship – 1 year

PURPOSE:

The Human Resources/Volunteer Services Coordinator is responsible for the planning, implementation and evaluation of volunteer services and staff in keeping with the mission and vision of the Society. Critical responsibilities include the recruitment, screening, orientation, training, coordination, recognition and ongoing support of a diverse volunteer base, and to provide human resources for the Society.

DUTIES AND RESPONSIBILITIES will include, but may not be limited to:

- Conducting presentations with staff on human resources policies and procedures
- Orientating staff to 360 degree new appraisal procedure
- Developing training opportunities for staff and volunteers based upon current legal obligatory requirements e.g. Bill168.
- Reviewing existing job descriptions for volunteers and staff and re-draft and update as necessary.
- Monitoring and provide opportunities for skill development for existing volunteers and staff.
- Assisting and support the Executive Director manage human resources functions including payroll when required.
- Determining volunteer needs of organization in the areas of: administration, fundraising events, programs and services.
- Developing volunteer recruitment and retention strategy.
- Developing and review tools for screening, selection and interviewing new staff and volunteers.
- Conducting volunteer evaluations, and assist Executive Director with staff performance appraisal process.
- Reviewing and updating volunteer policies and procedures manual.
- Maintaining and update volunteer materials according to both chapter and program standards.
- Screening potential volunteers and students for placement at the Alzheimer Society of Thunder Bay and provide referrals as appropriate.
- Providing orientation, coordination and supervision, and ongoing training for volunteers in partnership with Alzheimer Society staff.
- Coordinating activities related to the recognition of volunteers.
- Communicating regularly with volunteers through a variety of means; newsletter, website etc.
- Coordinating events and activities related to the recognition of volunteers.
- Preparing an annual summary of volunteer activities for the Annual Report.

- Collecting and analyzing statistics, maintain records and process data in collaboration with other staff.
- Acting as a staff liaison to volunteer committees as assigned.
- Participating in community forums and committees related to volunteers and volunteerism.
- Assuming additional responsibilities as assigned.

QUALIFICATIONS

- Enthusiastic, creative, passionate and positive thinker.
- Post secondary education in human resources management/business administration.
- Previous experience working in a non-profit/charitable sector environment.
- Strong organizational skills.
- Ability to prioritize workload and multiple tasks.
- Demonstrated ability to work effectively within a team environment.
- Experience with Microsoft Word, Excel, Access, PowerPoint software, and the capability to handle one's own administrative duties.
- Experience in training and coordinating diverse groups and planning events.
- Excellent oral and written communication skills including the ability to prepare correspondence, review professional documents and chair meetings.
- Ability to work effectively under pressure in a fast paced environment meeting challenging deadlines and multiple priorities.
- Valid driver's license and use of a vehicle.
- Previous experience and/or knowledge of dementia is an asset.
- Demonstrated commitment to continuing professional development.

PHYSICAL DEMANDS

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the Human Resources/Volunteer Coordinator's job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of the Human Resources/Volunteer Coordinator's job.

While performing the responsibilities of the Human Resources/Volunteer Coordinator's job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The incumbent is often expected to work for long periods of time with few breaks. The incumbent is regularly and repeatedly required to stand, walk, reach with arms and hands, climb or balance, lift packages and objects up to 40lbs, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision, and the ability to drive.

WORK ENVIRONMENT

The incumbent will be provided with a reasonable place to work within an office environment. However, the incumbent will also be required to carry out work activities outside of an office environment and will require the use of a vehicle. The incumbent will be required to drive to and from events and activities throughout the City of Thunder Bay, and possibly on occasion within the region. The incumbent will occasionally be required to

work in other inside and outside venues and in all weather conditions. The incumbent will also be expected to work outside of regular business hours, often being required to work evenings and weekends. There is flexibility in work hours and all reasonable requests for work arrangements will be considered.

DIRECT REPORTS

The Human Resources/Volunteer Coordinator’s position does not require any other staff member to report directly to the incumbent. Volunteers for the Alzheimer Society of Thunder Bay will report directly to the incumbent.

CONCLUSION

This job description is intended to convey information essential to understanding the scope of the Human Resources/Volunteer Coordinator’s position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.

Approved by:	
Date Approved:	
Reviewed	