Society of Sharing: Inner-City Volunteers

Position: Recruitment and Training Specialist

Reports to: Executive Director

Salary: $36,400.00

Job Summary:
The Recruitment and Training Specialist will be responsible for increasing the number of volunteers associated with the Society of Sharing. This will be achieved using a variety of methods, designed to increase public awareness of the agency through community outreach programs. Specific responsibilities of this position will include developing and executing the recruitment strategy and community outreach/awareness campaigns, interviewing, selecting and conducting reference checks for volunteers that join the agency; developing and implementing orientation and training programs for volunteers.

Responsibilities:

Recruitment
• Initiate, develop and execute volunteer recruitment strategies
• Identify and pursue volunteer recruitment opportunities within the community including diverse communities
• Develop and implement the Employee Volunteer Program with various organizations
• Plan, schedule and make public presentations on behalf of the agency as part of recruitment plan.
• Respond to volunteer inquiries regarding the agency programs and services
• Develop materials such as brochures, flyers and forms for recruitment purposes as well as develop volunteer resources (informational and training materials)
• Assist the Program Coordinator with special events and event planning as well as encourage volunteer participation.
• Recruit, screen and interview volunteer candidates, and conduct reference checks.
• Maintain volunteer database by ensuring volunteer records are updated, and maintain accurate data entry and record keeping
• Participate in staff meetings on a regular basis
• Provide assistance as required to the Executive Director
• Increase the volunteer resources.

Training
• Develop, facilitate and lead a full-day bi-monthly training program for new volunteers
• Organize and facilitate bi-monthly “lunch & learn” sessions for on-going volunteer skill development.

Administration
• Responsible for maintaining Society of Sharing's online profile and develop ideas for increasing online engagement through various platforms (agency website, twitter, Facebook, LinkedIn)
• Collaborate on policy and procedure development for volunteers as required
• Perform other duties as required.

Qualifications
• Post-secondary degree in Social Service, Human Development or equivalent
• Certificate or diploma in Volunteer Management or equivalent would be an asset
• Previous experience in volunteer recruitment and management in the non-profit sector is a requirement
• Experience in training and skills development for volunteers or staff in the social service field is preferred
• Professional, creative, resourceful and action-oriented.
• Strong organizational, interpersonal and presentation skills
• Excellent oral and written communication skills
• Strong problem solving skills and ability to work independently
• Ability to travel and flexibility to work some evenings or weekends is required
• Excellent computer skills with a thorough knowledge of Microsoft Office applications
• Proficiency in the various social media platforms is an asset
• Experience updating websites is an asset
• Knowledge of second language is an asset
• Experience working with ethno-culturally diverse groups is an asset

Candidates are invited to indicate their interest in this position by sending a resume and cover letter by MAY 29, 2015 to marywu@saintelizabeth.com

We thank all applicants for their interest in Society of Sharing. However, only candidates selected for an interview will be contacted. No telephone calls please.