

The Scott Mission

Job Posting

Position: Volunteer Co-ordinator

Department: Marketing and Philanthropy

Work Locations: 502 Spadina Avenue, 346 Spadina Avenue, 1550 O'Connor Drive, 5 McLachlan

Status: Full Time

Hours Per Week: 37.5 hours per week (6:30am-2:30pm)

Starting Date: Monday June 27

Duties & Responsibilities:

- Set up Staff Welcome Desk for wellness check
- Ensure safety of staff by ensuring staff are wearing prescribed personal protective Equipment
- Assist with the daily operations of the Department with a focus on the volunteer program and community outreach
- Respond to volunteer enquiries in a prompt and hospitable manner
- Oversee the recruiting, screening, training, and monitor volunteers throughout the volunteer management cycle (schedule, reference letters, police reference checks etc.).
- Keep accurate volunteer records and provide timely reports on volunteer participation
- Work collaboratively and cross-functionally with other departments within the Mission
- Assist with the development of third-party volunteer opportunities, such as clothing and food drives
- Maintain the volunteer database and related statistical information
- Provide tours to a wide range of groups and individuals as required
- Assist in the co-ordination of volunteer events
- Assist with logistics of the Mission's presence at external events
- Undertake other duties as assigned, such as reception relief, responding to enquiries
- Back up Reception
- Create Thank you letters for donors
- Other duties as assigned

Qualifications:

- Hold a solid and vibrant Christian faith. Regular attendance at a recognized church or worshipping community; Agree with and support The Scott Mission's Statement of Faith
- Post-secondary degree or diploma in a relevant discipline
- 3 to 5 years of experience in an administrative role with a working knowledge of volunteer and event management
- Proficiency in all Microsoft Office: OneDrive, SharePoint, Teams, Word, Excel, Outlook and PowerPoint, volunteer databases (is an asset) and with skills in scheduling
- Experience in addressing and presenting to groups; Excellent communication skills, both written and verbal
- Effective time management skills and attention to detail
- Occasionally work in the evening or weekends as needed
- Ability to travel to multiple sites as required.
- Highly collaborative and self-motivated
- Friendly and professional demeanor with a positive attitude.

Interested applicants are invited to send a resume with cover letter.

Only those applicants selected for an interview will be notified. No phone calls please. For more information about The Scott Mission, please visit www.ScottMission.com.

The Scott Mission welcomes and encourages applications from people with disabilities.

Accommodations are available on request for candidates taking part in all aspects of the selection process. Employment is conditional to results of Police Reference Check and satisfactory reference.