



**Posting Date:** May 7, 2024  
**Closing Date:** May 16, 2024

## **Volunteer Coordinator**

0.6 FTE, Permanent | Start Date: June 3, 2024

### **About KidsAbility:**

Our mission at KidsAbility is to empower children and youth to realize their full potential. We are a not-for-profit, equal opportunity employer supporting over 17,000 children and youth to reach their communication, social, physical, and behavioural goals each year. Providing early and exceptional family-centred services in the Waterloo and Guelph-Wellington regions. We believe that by living our values, our impact can be profound, and together, we can build brighter futures.

We're looking for the right people to join our team; supporting children, youth, and families to realize their potential, while realizing your own. At KidsAbility, we offer:

- Ongoing training and development opportunities, empowering staff to enhance their skills
- A supportive, collaborative, and inclusive work environment dedicated to family-centred care
- Organizational commitment to innovation and research; continually evolving our approaches so we may serve with purpose and value
- Wellness initiatives, social events, and opportunities to give back to your community
- Access to Employee and Family Assistance Program
- Comprehensive benefits and optional group RRSP program, if eligible
- Short- and long-term disability income protection benefits, if eligible
- Generous vacation package and paid personal leave days, if eligible

### **About the Opportunity:**

The Volunteer Coordinator is responsible for the sourcing, recruitment, orientation, support, engagement, and placement of volunteers, supporting both the Centre and Foundation in the development and implementation of an effective volunteer program.

The Volunteer Coordinator's specific areas of responsibility include, but are not limited to:

- Develop, implement, and support all Volunteer policies, procedures, programs, and practices, providing guidance and interpretation as required
- Work closely with the Centre's leadership team and Foundation staff to identify appropriate volunteer opportunities and to support the operational needs of the organization and develop partnerships with community network
- Act as a resource to all individuals within the organization and the community around volunteer attraction, engagement, and placement
- First point of contact for all volunteer opportunities internally and externally
- Ensuring high-quality and consistent selection, and on-boarding practices in line with KidsAbility and legislative requirements
- Participate in development of Volunteer objectives and systems, including metrics, queries, and standard reports for ongoing organization requirements and when applicable for external parties
- Adhere to the mission, vision, and values of KidsAbility, as well as follow organizational policies and maintain confidentiality related to privacy
- Participate in other support, projects and duties as assigned

### **More About You:**

To qualify, applicants must have a post-secondary degree or diploma in a Human Resources, Volunteer Management, Business Administration, or related program, in addition to:

- A minimum of three (3) years progressive Human Resources or Volunteer Management experience
- Solid understanding of Human Rights Code legislation (including special programs, accommodation, competing rights), Employment Standards, AODA, employment related law, Volunteer Management and bias-free hiring and promotion principles and practices
- Good judgment, decision-making, interpretation, and a high degree of original and independent thinking in developing and/or adapting methods or processes based on a relevant legislation
- Proficient communication and interpersonal skills, with the ability to actively listen and collaborate
- Superior emotional intelligence, problem-solving and time management skills
- Strong analytical, organizational, and detail-oriented skills; with the ability to prioritize tasks, meet strict deadlines, and have excellent follow-up
- Proficiency in MS Office applications including SharePoint and Teams, and familiarity with HRIS or volunteer management systems and/or database management
- Possess a valid driver's license and have access to a reliable vehicle with public liability/property damage coverage

In addition to the above qualifications, the following skills and experience will be strong assets:

- The ability to work both independently and as part of a team
- Comfort and confidence in presenting information to various groups with tact and influence to support action
- The ability to influence decisions using sound judgment to draw valid conclusions, make appropriate recommendations and plans of action
- Demonstrates qualities that are customer-service oriented and encompassing of KidsAbility values

We invite applications from those interested in this position to submit a letter of interest and resume to Human Resource's [Recruitment](#) by end of day **May 16, 2024**.

KidsAbility strives to create an accessible and inclusive application and selection process and is committed to working with and providing reasonable accommodations to job applicants who may require provisions to participate in the selection process. Should any applicant require accommodation please contact Human Resources in advance for assistance.

Equity, Diversity, and Inclusion are the core values of KidsAbility. We are a diverse workforce with wide perspectives and creative ideas that benefit our clients and the community. It is the policy of KidsAbility to ensure equal employment opportunity without discrimination or harassment. We welcome applications from visible minority groups, women, Aboriginal people, persons with disabilities, religion, age, sex, sexual orientation, gender identity or expression, marital or domestic/civil partnership status, genetic information or any other ground protected by applicable law.

Please note that all prospective KidsAbility employees are subject to mandatory immunization requirements, including the full and ongoing COVID-19 vaccination, as a condition of obtaining and maintaining employment. We will make accommodations as directed by the Ministry of Children, Community and Social Services and the Chief Medical Officer of Health.