



Position: Temporary/Part-Time Volunteer and Special Events Coordinator
Department: Administration
Reports to: Director of Operations

Position Summary:

Jewish Family Services (JFS) is hiring an energetic and creative individual to coordinate our Volunteer Department. The Volunteer Coordinator will work with staff to identify areas within the agency that require volunteer support, will coordinate agency-wide special events and will reach out to the community to attract and engage volunteers.

Jewish Family Services:

JFS has been enhancing the quality of life for individuals and families in the Lower Mainland for 81 years. The agency delivers a continuum of social service programs to the Jewish community, and also to the area's broader community throughout the Lower Mainland. These programs are designed for individuals and families who are at all ages and stages of life.

Duties and Responsibilities:

- Work with JFS staff and volunteers to support all aspects of the volunteer cycle
- Work closely with JFS staff to identify volunteer roles and to help fill them
- Provide staff with the tools, resources and support needed to effectively manage volunteers
- Identify potential volunteer cohorts and develop plans to attract them to JFS
- Conduct intake, orientation and training of new volunteers; including role-specific training
- Develop a system for training, recognizing and rewarding volunteers
- Create and maintain a database system to track volunteers and requests
- Plan and execute annual agency projects such as Chanukah Helpers, Holiday Food Hamper packing (Project Isaiah, Passover, RH), Young Adult activities, etc.

Requirements:

- Knowledge of the Jewish community in Vancouver is considered an asset
- Ability to deliver training to a diverse staff and volunteer base
- Demonstrated ability to establish and maintain effective relationships
- Proficiency in maximizing the effectiveness of volunteer engagement systems
- Proficiency in MS Office (excel intermediate level) suite of desktop applications
- Experience with database management a plus
- Strong organization skills; ability to keep records, write reports and manage data
- Ability to work independently
- Flexibility to respond to shifting priorities and the ability to handle peak periods where volume is high



- Ability to occasionally run programs and meet with volunteers on evenings/weekends required

Education and Experience:

- Two to four years of experience with demonstrated knowledge and background in volunteer engagement; preferably within a non-profit environment
- Experience recruiting, training and managing volunteers
- A certificate in Volunteer Management or the equivalent combination of education and experience is preferred
- Knowledge of current and emerging trends in volunteer engagement and retention is desirable

Compensation:

This is a part-time position; 14 hours per week. This is a temporary contract for three months, with the possibility of extension. Compensation is commensurate with experience

To Apply:

If you are qualified and interested in this opportunity, please forward a cover letter and resume quoting "Volunteer Coordinator", attention: Rachel Shanken, Director of Operations – rshanken@jfsvancouver.ca by December 10, 2019. Please note that only qualified candidates considered for interviews will be contacted.