



Volunteer Coordinator

Position Summary

Volunteers are critical to the sustainability of our organization and we are looking for a talented new Volunteer Coordinator who values them as much as we do. This exciting full-time position reports into the Director of Development, Communication and Volunteer Programs and is suited to an individual who is self-driven, meticulous with record keeping and passionate about relationships management and volunteer work. Key to this position will be to ensure our volunteers have a positive and fulfilling experience.

JFS

JFS has been enhancing the quality of life for individuals and families in the Lower Mainland for 83 years. The agency delivers a continuum of social service programs to the Jewish and broader community, throughout the Lower Mainland. JFS has a long-standing reputation for creative and professional response to community needs. JFS is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, or disability status.

Benefits & Compensation

JFS offers a competitive benefits package including generous paid time off, paid sick days, paid health and dental benefits, and RRSP matching. This is a full-time position, 35 hours per week. Salary is commensurate with experience.

Duties and Responsibilities

Reporting to the Director of Development, Communication and Volunteer Programs, the Volunteer Coordinator will be responsible for:

- Recruiting, orienting, training, supervising and stewarding volunteers
- Maintaining up-to-date volunteer records and qualifications in our database; working closely with the Senior Database Administrator
- Tracking volunteer hours and producing regular reports
- Working with program departments on volunteer assignments, record keeping, and stewardship so they are consistent with the Volunteer Department's best practices
- Working collaboratively, across departments, to identify new volunteer engagement opportunities
- Collaborating across departments for regular recognition of volunteer impact on social and other communication mediums
- Regularly updating the volunteer manuals, training materials, policies and documents
- Planning and organizing appreciation events
- Working with the managing director on the development and maintenance of the annual volunteer budget



- Representing JFS at internal or public events
- Other duties as required

Requirements and Qualifications

- Undergraduate degree in community development, human resources and/or equivalent work experience
- 3-5 years of experience in volunteer coordination; including supervising and leading long-term volunteers or experience in a similar or related field
- Excellent organizational skills with good attention to detail and time management skills
- Solid interpersonal skills, personable
- Ability to work with competing deadlines and complete tasks as assigned
- Ability to work independently and collaboratively as part of a team
- Creative and innovative
- Possesses a calm demeanour and can work effectively during stressful situations
- Excellent communication skills (written and verbal English)
- Ability to work with Microsoft Office programs (Word, Excel, Microsoft365, PowerPoint etc.) and volunteer databases. Experience using Better Impact and InDesign an asset
- Energetic with a positive and enthusiastic attitude
- Works with integrity, respect, sound judgment, tact, and discretion. A healthy sense of humour, a definite asset
- Ability to work flexible hours, including occasional evenings and weekends as needed
- Valid driver's license and access to a vehicle

Start Date

October 2021

To Apply

If you are qualified and interested in this opportunity, please forward a cover letter and resume quoting "Volunteer Coordinator" to Rachel Shanken, Director of Operations at jobs@ifsvancouver.ca. Deadline for application is September 30, 2021. Please note that only qualified candidates considered for an interview will be contacted.