



Our Mission is to support women who are, have been, or at conflict with the law. Our vision is a society that ensures all women have the dignity and capacity to make informed choices about their lives and avoid conflict with the law.

External Job Posting

Position: Volunteer Co-ordinator	Hours: 4 days/week
Length of Employment: Permanent	Location: Toronto
Department: Resource Development	Reports to: Manager of Resource Development
Classification: Co-ordinator	Hourly Rate: \$27.32

Overview:

Volunteers and the volunteer department are integral to the organization by providing support to individual departments and connecting Elizabeth Fry Toronto with the general community. We have an active database of over 80 volunteers who assist Elizabeth Fry Toronto with client-facing programs, back office operations, and community awareness events.

Responsibilities and Tasks

1. Develops, recommends, and implements a volunteer recruitment process to maintain an ongoing supply of volunteer;
2. Recruits, interviews, provides orientation, places, trains and supervises volunteers as appropriate;
3. Co-ordinates volunteer-run programs such as Court Support, Talk and Listen Line, Marketplace, Vanier Visits, any new programs;
4. Monitors and support volunteers, identifies issues and takes corrective actions;
5. Provides support and on-going training opportunities for Volunteers;
6. Co-ordinates the completion of all forms for new volunteers such as Police Reference Checks;
7. Match volunteers to agency needs responding to requests from all departments;
8. Co-ordinates the development and implementation of volunteer manual and guidelines;
9. Co-ordinates volunteer appreciation events and/or offerings;
10. Provides content for social media and website around volunteers and volunteer needs;
11. Co-ordinate requirements for special events such as scheduling volunteers, ordering supplies, and arranging venues and meeting spaces as appropriate;
12. Uses departmental data management systems;
13. Collects, maintains, inputs, and analyzes volunteer statistics;
14. Participates on internal and external committees, sharing information, identifying goals, and resolving problems; and
15. As a member of Task Groups gathers and shares information, evaluates programs, and develops new programs.

Qualifications

- Degree of diploma in community work / volunteer management or combination of education and experience
- At least 2 years with experience working with volunteers
- Knowledge of the criminal justice system, specifically pertaining to women
- Able to demonstrate awareness of diversity and cultural sensitivity
- Proven interpersonal and organizational skills
- Proven ability to work effectively with outside partners and stakeholders
- Strong written and verbal communication skills
- Strong computer skill with ability to use Microsoft software.
- Demonstrate good decision making and problem solving skills
- Ability to work independently as well as in a team environment
- Excellent interpersonal, relationship management, oral and written communication skills
- Demonstrated attention to detail and time management skills
- Bilingual in French and/or any other language is an asset

APPLICATION INSTRUCTIONS

Please send a cover letter and resume to: jobs@efrytoronto.org

Application deadline: **October 26, 2018 no later than 4:00 p.m.**

Applicants must quote *Volunteer Co-ordinator* in the cover letter and in the subject line of the email. We appreciate all applications. Only candidates selected for an interview will be contacted.

Elizabeth Fry Toronto, in accordance with its gender responsive anti-racism and anti-oppression framework, welcomes application from people who reflect the diversity of our community.