



## **JOB POSTING**

Title: **Volunteer Coordinator YMCA Immigrant Services**

Reports to: **Manager YMCA Immigrant Services**

Position Status: **Full Time, Salaried**

Salary: **\$42,000**

Start Date: **September 1, 2017**

Office Location: **YMCA Centre for Immigrant Programs, 7071 Bayers Road Halifax, NS Unit 104**

### **The YMCA Experience**

Since 1853 our YMCA has been a leading community development organization in Nova Scotia with a mandate to build healthy communities through staff and volunteer partnerships and values based programming. In the areas of health & fitness, childcare, camping, employment, immigration and family supports – our YMCA continues to be a leader in promoting well-being.

We are looking for an organized and outgoing Volunteer Coordinator to join our Immigrant Services team and lead the important work of supporting our programs and services through integrated and streamlined volunteer management.

### **The Opportunity**

As **Volunteer Coordinator for YMCA Immigrant Services** you will be responsible for all aspects related to recruitment, retention and management of volunteers who are interested in being involved in supporting the settlement of newcomers to Nova Scotia. Responsibilities will include promotion, screening, training, placement, and recognition as well as tracking and reporting on volunteer hours and contributions.

### **Qualifications**

- Previous volunteer management experience and/or experience working with volunteer based organizations
- Strong organizational and time management skills
- Experience working in a cross-cultural environment
- Knowledge and experience in working in/with the Settlement Sector
- Intermediate to advanced Microsoft Office skills (i.e. Excel, Word, Publisher, etc.)
- Exceptional interpersonal skills, including effective verbal/written communication skills
- Demonstrated ability to develop training materials and resource documents
- Experienced with facilitating large and small groups

- High level of initiative is needed to work independently and respond to unanticipated items
- Schedule flexibility to accommodate variations outside of regular business hours, as needed.

**Note: Successful candidates will be required to provide a current and satisfactory Criminal Record Check/Vulnerable Sector Check, Child Abuse Registry Check, and proof of valid First Aid and CPR training. Employees will be required to attend YMCA Child Protection Training. (must be in every posting)**

### **Responsibilities**

- Recruit, screen, orient and train volunteers to appropriately engage with newcomers around their effective settlement
- Develop on-boarding and training materials that support the success and effectiveness of volunteers and volunteer activities
- Ensure YMA child protection and vulnerable adult policies and mandates are met
- Work collaboratively with all YMCA settlement program areas to understand and support requirements for volunteer placements
- Monitor and provide feedback as appropriate
- Plan and implement formal and informal volunteer recognition activities to recognize the contribution of volunteers to the organization
- Maintain and prepare reports on volunteer hours, statistics and contributions
- Attend events and recruiting fairs and act as the lead for volunteer contacts

### **We Offer**

- Participation in Comprehensive Group Benefits and Pension Program
- Strong Work Life Balance Programs (i.e. Paid Personal and Vacation Days)
- Discounted Childcare and Camp Rates

### **Apply Today**

Please email your cover letter and resume in one document to **Paula Latham**, Manager YMCA Centre for Immigrant Programs at [paula\\_latham@ymca.ca](mailto:paula_latham@ymca.ca) by **August 22<sup>nd</sup>, 2017**. We look forward to hearing from you.

*The YMCA of Greater Halifax/Dartmouth is an equal opportunity employer.*