

VOLUNTEER COORDINATOR

**Posting # 21-01**

**Volunteer Coordinator**

**Permanent Part Time, Non-Union**

**40 Hours Per Pay**

**Opening Date: May 10, 2021**

**Closing Date: May 17, 2021**

***Reporting to the Manager of Volunteer Services, the Volunteer Coordinator will o****versee the day to day operations of the volunteer program at Margaret’s Place hospice as well as some office administrative duties in keeping with the mission, vision and values of St. Joseph’s Villa/SJHS. The Volunteer Coordinator will perform all duties according to the policies and procedures of Margaret’s Place Hospice, nurturing a home-like environment in line with the philosophy of Hospice Care.*

**JOB DUTIES/RESPONSIBILITIES**

1. Performs all duties in accordance with the Mission Statement, Philosophy and Objectives of St. Joseph’s Villa, Margaret’s Place Hospice and with Administrative Policies/Procedures.

2. Assists with the recruitment of new volunteers/students on a regular basis via different modes of advertising

3. Conducts Interviews on an ongoing basis and fills vacant positions in a timely manner.

4. Completes reference checks for every new possible volunteer candidate/student.

5. Schedules volunteers to fill all necessary positions and time slots as needed and back fill shifts when required.

6. Inform volunteers of any changes that occur at the hospice as required.

7. Track volunteer activities and generate statistics as required (monthly basis).

8. Maintain the Better Impact database and ensure all information is accurate including all training requirements are recorded in every individual file.

9. Assist with the general orientation program for new volunteers in collaboration with the Hospice Director and trains volunteers in their assigned roles.

10. Ensure all pamphlets, welcome guides and other informative documents are readily available.

11. Oversee housekeeping logs to ensure completed by volunteers/staff as per schedule and ensure all equipment requiring repairs are reported.

12. Participates in staff meetings, courses and training as required

13. Flexible while being supportive of the needs of the hospice which may lead to an irregular working schedule (and must work a minimum of one weekend per month).

14. Problem solve using tactful methods and good communication when necessary.

15. Be willing to assist volunteers in their role and/or fill in for a volunteer position when vacant or no coverage.

16. Maintain constant communication and consultation with staff, and act as liaison between volunteers and staff, developing new volunteer positions as appropriate according to volunteer skills and the needs of Margaret’s Place.

17**. To work collaboratively with the St. Joseph’s Villa foundation with fundraising events and advertising.**

18. Works closely with the Manager of Volunteer Services.

19. Performs other related duties as required/assigned

**FORMAL EDUCATION/QUALIFICATIONS**

VOLUNTEER COORDINATOR

Grade 12 or equivalent

Volunteer Management Certification

**Completion of “Fundamentals of Hospice Palliative Care” course**

1-2 years of experience in a hospice setting is an asset

**OTHER KNOWLEDGE, SKILLS AND EXPERIENCE**

Understanding and passionate about the principles of palliative care

Compassion and genuine interest in working with those who are dying

Ability to organize and prioritize daily responsibilities with flexibility

Demonstrate good teamwork and ability to problem solve with a good work ethic

Computer skills

To apply to this opportunity, please submit your resume, outlining how your knowledge, experience and personal attributes are a good fit with the requirements of this position and the values of Margaret’s Place Hospice by **May 17, 2021 to:**

**Beverley Yates, Manager of Margaret’s Place Hospice**

**byates@sjv.on.ca** **- 905 627 9011 x 2263**

**Deborah Fernandes, Manager of Volunteer Services**

**dfernandes@sjv.on.ca** **– 905-627-9011 x 2240**

***EQUAL OPPORTUNITY EMPLOYER***

*Margaret’s Place is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.*