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1977 Commercial Drive
Vancouver, B.C. V5N 4A8

Volunteer Coordinator (Full-Time Position)

The Grandview-Woodland Community Policing Centre (GWPC) is dedicated to providing crime prevention assistance and education to the Commercial Drive corridor and surrounding neighbourhood. Community members are encouraged, through education and engagement in volunteering with the GWPC to become active participants for increasing safety awareness and decreasing opportunities for crime to occur.

Position Summary:

The Volunteer Coordinator is required to undertake a variety of administrative, program, and volunteer management tasks. This position is responsible for the recruitment and retention of volunteers, and is expected to improve engagement and expand volunteer outreach opportunities. This role will also maintain records and electronic information databases, as well as producing statistical information pertaining to volunteers and the hours they have contributed. The Volunteer Coordinator will have to assess different ways to train, develop tasks, assign responsibilities, and promote volunteers to participate in opportunities and events.

Primary Responsibilities:

- Organizing volunteers to ensure consistent support of core programs.
- Coordinating volunteer scheduling for all volunteer programs using Better Impact Software.
- Developing and implementing innovative programs for volunteer recruitment.
- Overseeing orientation and training of all volunteers.
- Maintaining volunteer records and statistics.
- Producing monthly reports on volunteer and program hours.
- Organizing and leading volunteer events and appreciation.
- Providing information and referral services to community members as needed.
- Supporting the organization's goals in collaboration with the Executive Director and Office Assistant.

Must Haves:

- Post-secondary education in Volunteer Management, Social Services, Community Development, Non-Profit Management, or some other related field.
- Related experience in non-profit volunteer management or an equivalent combination of training and experience.
- Strong interpersonal, communication, teamwork, and organizational skills.
- Ability to motivate and interact with people from a wide variety of backgrounds.
- Ability to independently plan and manage one's time to meet strict deadlines.

- Ability to analyze, organize, and present volunteer statistics and other pertinent information.
- Good computer skills, including competency in Microsoft Office (Outlook, Word, Excel, PowerPoint, etc.).

Nice to Haves:

- Grant research and writing experience.
- Familiarity with database management software, like Better Impact.
- First Aid Certification is an asset.

Requirement:

All applicants will be required to obtain and pass a Criminal Record Check.

Hours:

Full-time position of up to 35 hours weekly. Scheduled as required, from Monday to Saturday.

Pay Rate:

\$25.00 per hour, plus 12% in lieu of benefits; 4% vacation pay.

How to Apply & Deadline:

Please email your resume and cover letter to recruitment@gwcpc.ca. Applications without a cover letter will not be considered. Candidate packages will be accepted until Sunday, May 5, 2024.

Only successful candidates will be contacted for an interview. We thank you for your interest.