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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 ideal candidate will possess strong customer service skills, a flexible schedule, and a passion for assisting both our volunteers and members of the diverse Commercial Drive community, who rely on the GWPC for services.

The primary role of the Volunteer Coordinator is to recruit, retain, train, schedule, and oversee the work of our volunteers. 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 develop job descriptions, tasks, responsibilities, and promote volunteer opportunities and events.

Primary Responsibilities:

- Recruit, train, and retain a roster of existing and new volunteers who contribute to enhancing and educating the GWPC neighbourhood.
- Developing and implementing innovative programs for volunteer recruitment.
- Overseeing orientation and training of all volunteers.
- Coordinating volunteer scheduling for all volunteer programs using Better Impact Software.
- Maintaining volunteer records and statistics.
- Submitting monthly reports on volunteer and program hours at the beginning of the month and before the Board of Directors monthly meeting.
- Organizing and leading volunteer events and appreciation.

Secondary Responsibilities:

- Administrative / Office Management.
- Information and Referral Services.
- Managing Petty Cash.
- Special Events.
- Social Media / Website Management.
- Program Management.
- Grant Writing / Funding Applications.
- Assist the Executive Director.

Preferred Qualifications:

- Post-secondary education in Business Administration, Human Resources, Management, etc.
- 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, manage one's time to meet strict deadlines, analyze, organize, and present information.
- Strong computer skills, including competency in Microsoft Office (Outlook, Word, Excel, PowerPoint, etc.).
- Familiarity with database management software, experience using Better Impact is an asset.
- Familiarity with major social media platforms, like Facebook, Twitter, Instagram, and TikTok.

Nice to Have:

- Experience in Volunteer Management, Social Services, Community Development, Event Management, Non-Profit Management or some other related field.
- First Aid Certification is an asset.
- A clean driving record and access to a vehicle.
- Other languages are an asset.

Requirement:

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

Hours:

Full-time position of 35 hours weekly. Scheduled as required from Monday through to Friday, with occasional Saturdays and evenings.

Pay Rate:

\$21.00 per hour, plus 12% in lieu of benefits; 4% vacation pay for the first year, as well as paid time during office closure.

Position Start Date:

As early as possible; start date negotiable.

How to Apply:

Please email your resume and cover letter to recruitment@gwcpc.ca.

Deadline:

Candidate packages with resume and cover letter will be accepted until Monday, May 16th, 2022. Only successful candidates will be contacted for an interview.

We thank you for your interest.

Important Note: The GWPC has implemented vaccination requirements to ensure the safety of all staff and volunteers. Vaccinations against COVID-19 is mandatory for all GWPC employees; these measures may change and will be updated from time to time—adherence to these measures are a condition of employment. The GWPC is an inclusive workplace where diversity of thought and people are recognized, valued, and considered essential to achieving our goals and objectives. We are committed to employment equity and encourage applications from women, Indigenous Peoples, persons with disabilities, veterans, and persons of all races, ethnicities, religions, abilities, sexual orientations, and gender identities and expressions. We welcome applications from non-Canadians who are eligible to work in Canada.