

FAMILY SERVICES of the NORTH SHORE

Job Posting

Position: Manager of Volunteers & Community Events
Position #: 18-1185
Reports to: Executive Director
Location: North Vancouver office & Community
Closing Date: May 13, 2018

The Agency:

Family Services of the North Shore is an accredited not-for-profit community-based agency committed to making a lasting and deep impact in our community through counselling, support, education and volunteer programs.

As a valued member of the staff, you will have the opportunity to work for an organization that respects its employees, values work / life balance and provides a workplace where interactions are carried out in a spirit of collaboration, cooperation and communication.

The Programs:

The Agency's Volunteer program is responsible for managing and coordinating all volunteers who contribute to the Agency. Volunteers may be asked to help with specific programs such as the Christmas Bureau, Companionship Community Care, and the I hope family centre or potentially assist at events or help with office administration etc. Community events currently include PEDAW, Vancouver Pride and the Proud to Be Conference.

The Job:

Volunteer Management

You will develop and manage an effective, integrated, cross-agency Volunteer Engagement program which provides meaningful volunteer opportunities and supports effective service delivery of agency programs. You will provide on-going evaluation of volunteer opportunities in the Agency.

You will promote volunteer opportunities to the public and recruit, select, train, schedule, motivate and evaluate volunteers. You will communicate effectively with current and prospective volunteers and create job descriptions for volunteer positions. You will create and maintain a comprehensive documentation system for volunteers. You will design and conduct training, orientation and recognition programs for volunteers. You will provide hands-on coordination of volunteers for the Christmas Bureau.

Community Event Management

Working within established event budgets, you will plan, organize and execute agency community events. You will prepare comprehensive work plans, including timelines, logistics and required materials for events. You will participate in the creation of promotional materials and advertising as necessary. You will attend events and oversee the successful implementation of the work plan. You will troubleshoot in-the-moment issues during events. You will consider the need for volunteers for each community event and recruit accordingly.

This is a full-time 1.0 FTE (35 hours per week) permanent position.

The Candidate:

The ideal candidate will have:

- Strong organizational, time management, and record-keeping skills
- Strong interpersonal skills and the ability to work independently and as part of a team.
- Strong written and verbal skills with the ability to communicate effectively and efficiently.
- Solid negotiation, teamwork and team building skills.
- Ability to communicate in a friendly and informative manner with people from a wide variety of cultures and backgrounds.

The Qualifications:

The successful candidate will have:

1. An undergraduate degree in a related field.
2. 3 years of experience working as a volunteer coordinator or program manager.
3. Experience supervising volunteers or staff.
4. Experience managing projects and events.

Family Services of the North Shore is committed to creating a diverse workforce. Persons of diverse cultures and backgrounds are encouraged to apply and, if you so choose, to identify yourself as such.

Please respond, in confidence with cover letter and resume, to:

*Kathleen Whyte,
Senior Manager of Human Resources
careers@familyservices.bc.ca*

While we thank all applicants for their interest, only short-listed candidates will be contacted.