
Volunteer Coordinator

Our Volunteer coordinator will be responsible for recruiting volunteers for various opportunities; working with the appropriate team leader to train new volunteers; and keeping a database of volunteer information and skills.

Responsibilities:

- Recruit suitable volunteers by networking, advertising to professional organizations and on social media, local media, community meetings etc.
- Supervise our volunteers; assist in training and provide guidance to new recruits
- Organize training sessions, in conjunction with the appropriate team leader
- Collect volunteer information, availability, and skills, and maintain an up-to-date database in Excel
- Communicate frequently with all volunteers to ensure they are informed about the organization and volunteer opportunities
- Work closely with the Events and Workshop Coordinator to ensure there are enough volunteers to cover all shifts at events and workshops
- Assign volunteers to opportunities that match their skill sets and training
- Keep up-to-date schedules and records of volunteers' work
- Maintain sufficient supply of workbooks and handouts for workshops and events as required

Requirements:

- Working knowledge and skills for computers – use of Excel as a database, Zoom and other online communications
- Good personal communication and interpersonal skills
- Good organization and team building skills
- Experience in volunteering and recruitment would be an asset

Contact us to volunteer: wpgevents@dyingwithdignity.ca