



Regional
HIV/AIDS
Connection

Employment Opportunity

Coordinator of Volunteer Services

One Year Contract – with possibility of extension

Full Time (35 hours weekly)

Starting Salary \$39,500

Regional HIV/AIDS Connection (RHAC) is a volunteer-driven, non-profit, organization serving London and the surrounding six counties – Perth, Huron, Lambton, Elgin, Middlesex and Oxford. We are community-inspired and dedicated to positively impacting the lives of individuals and diverse communities living with, at-risk for or affected by HIV/AIDS and Hepatitis C (HCV). Our philosophy includes adherence to GIPA (Greater Involvement of People Living with HIV/AIDS), MEPA (Meaningful Engagement of People Living with HIV/AIDS), Anti-Racism / Anti-Oppression, Sex Positivity, Principles of Harm Reduction, Holistic Health and Civil Society.

PRIMARY PURPOSE OF THE POSITION AND ROLE

The Coordinator of Volunteer Services works with all agency staff to integrate volunteers into the diverse activities of RHAC.

The Coordinator of Volunteer Services is responsible for the agency's volunteer recruitment, intake, screening, training and placement; supervision, evaluation and appreciation; scheduling and record-keeping. The Coordinator of Volunteer Services will manage the day-to-day coordination of volunteer roles such as, but not limited to, administration and record keeping, special events, and information technologies. The position reports to the Director of Community Relations.

The successful candidate will have demonstrated excellent interpersonal, organizational, team building and time management skills. They will have experience working with volunteers, providing training to adults, coordinating projects and special events. They will be able to represent the RHAC effectively to the wider public including making public presentations. Experience working with and understanding the needs of marginalized and diverse populations is essential.

Responsibilities;

- Develop and implement goals and objectives for the volunteer program which reflect the mission of RHAC
- Recruit new volunteers, conduct intake interviews, reference checks and maintain files on each volunteer
- Ensure appropriate screening is conducted as it relates to working with vulnerable persons

- Participate in the development, implementation and evaluation of agency volunteer policies and procedures under the guidance of the Director of Community Relations
- Ensure sufficient volunteers are available to effectively support scheduled events and ongoing services
- Supervise and provide support to volunteers
- Participate in the planning and evaluation of volunteer involvement in the delivery of services and activities
- Train and support staff to work effectively and cooperatively with volunteers
- Orient volunteers to increase their understanding of RHAC, our clients, our services and the role and responsibilities of volunteers
- Identify volunteer assignments that provide meaningful work for volunteers
- Develop volunteer position descriptions in consultation with staff as appropriate
- Implement volunteer training and appreciation systems
- Provide feedback and recommendations to the Director of Community Relations about best practices, policies and procedures for the agency volunteer program
- Work with various RHAC departments to meet and/or enhance volunteer engagement
- Provide regular reporting of volunteer service statistics

Qualifications and Requirements

- 2 to 3 years demonstrated experience working with and coordinating volunteers in a community-based agency
- Demonstrated ability to maintain, plan, develop, implement, and evaluate volunteer management systems for the agency
- Ability to work well independently and in a team environment
- Excellent time management & organizational skills, public speaking and group facilitation skills
- Valid driver's license with regular access to a reliable vehicle for work-related duties
- Strong knowledge of community resources and social service agencies is an asset
- Must be able to work evenings and weekends in a variety of social and physical settings (including offsite meetings and travel) when required
- A satisfactory Vulnerable Positions Screening (Police Check)

Cover letter and resume may be submitted via email to hr@hivaidconnection.ca or in hard copy to #30-186 King Street, London, ON, N6A 1C7.

Application deadline is 4:00PM on Monday, September 25th.

Regional HIV/AIDS Connection in an equal opportunity employer. We strive to build an inclusive workforce that reflects the rich diversity of the community we live in. To this end, we encourage applications from persons living with HIV/HCV, members of LGBMSMT2SQ+ communities, individuals from First Nations, Inuit, and Métis communities, members of diverse ethno-cultural communities, and persons with dis/abilities.

We appreciate all submissions; however, we will only contact those to be interviewed.
No phone calls please.