**Position:**                      Volunteer Program Coordinator

**Status:**                Five (5) day x week- 35 hours per week

                                       6-month contract position (with the possibility of an extension)

May be required to work some weekends or evenings.

**Salary Range:** $24 - $28 per hour

**Location**                       Region of Peel

**Program Summary:**

The Volunteer Program Coordinator position has been developed by Elder Help-Peel to provide information and supportive services to a wider audience of caregivers (family members and other volunteers) who are trained to provide care and support to individuals who live alone or with their families. The Coordinator will support with the transitioning of face-to-face senior programs to online programs while increasing the number of volunteers and clients. This is a highly varied role, which will change over time as the programs and activities of EHP continue to evolve and adapt to the on-going needs of seniors within the Peel Region.

**Duties and Responsibilities:**

* Assist in the development of short- and long-term plans; design performance objectives, implement and monitor programming to meet desired outcomes.
* Recruit volunteers, screen, train, scheduling, and match with seniors/family caregivers.
* Organize bi-monthly training seminars, workshops, and training program for volunteers re: self-care, stress management, mental health, elder abuse etc.
* Outreach, develop and maintain ongoing working relationships with clients, family caregivers, volunteers, community service providers and the diverse Peel community.
* Complete monthly project stats, program activities and report on volunteers and maintain accurate documentation of all activities and information of the project.
* complete the initial intake/assessment/service plan/reassessments for the volunteers.
* Perform evaluation of volunteers.
* Accurately communicate project information to Elder Help-Peel, funders, and stakeholders.
* Ensure that all volunteer responsibilities are completed in a professional manner within the approved time frame and guidelines.
* Work closely with Client Program Coordinator and Perform other duties as required.

**Skills and Qualifications:**

* Social Work and/or Gerontology background in a not-for-profit community-based organization.
* Knowledge of principles and practices related to seniors’ development and in home carer issues.
* Creative, strategic, flexible, and analytical thinker with the ability to manage multiple tasks.
* Knowledge of digital software, Microsoft Office, and database management.
* Proven leadership competence with sound outreach skills to diverse individuals, communities, and organization with strong interpersonal, verbal, and written communication skills.
* Experience in volunteer management.
* Must be highly organized and able to work well with others.
* Team player- demonstrated ability to work with diverse organizations, clients, volunteers including cultural sensitivity.
* COVID 19 vaccination process underway and other vaccinations as Ontario health advises.

For more information, Contact: Elder Help Peel at [elderhelp@bellnet.ca](mailto:elderhelp@bellnet.ca) or 905.457.6055