



## **CUMMINGS JEWISH CENTRE FOR SENIORS JOB POSTING**

**JOB TITLE:** Coordinator of Volunteer Engagement  
**DEPARTMENT:** Volunteer Department  
**DIRECT SUPERVISOR:** Program Manager – Volunteer Outreach & Engagement  
**SCHEDULE:** Full-time, Hybrid

---

### **SUMMARY**

The Coordinator of Volunteer Engagement plays a key role in supervising and supporting volunteers for various programs and initiatives. This position is responsible for coordinating volunteer placements, conducting interview and screening, and maintaining strong communication with volunteers, staff, and stakeholders. The role also involves working with volunteer committees to organize events and meetings and to support ongoing volunteer engagement efforts.

### **DUTIES AND RESPONSIBILITIES**

#### **Volunteer Placement:**

- Manage volunteer applications, conduct interviews, and screen potential volunteers to assess their suitability for the role.
- Coordinate with staff across all departments to ensure volunteer placements are aligned with established departmental priorities, identified through the needs assessment process.

#### **Onboarding:**

- Facilitate initial volunteer orientation sessions to introduce new volunteers to the organization's mission, policies, and expectations and support onboarding sessions

#### **Volunteer Support and Retention:**

- Act as the primary point of contact for volunteers, addressing concerns, providing guidance, and offering ongoing support.
- Develop and implement volunteer appreciation programs

### **Communication and Collaboration:**

- Maintain regular communication with volunteers to keep them informed about new opportunities.
- Collaborate with other community organizations and partners to strengthen intergenerational volunteer engagement opportunities, such as our Leadership. Education. Development. Action. (LEDA) program for Secondary IV students
- Oversee the meetings of the Volunteer Council, a group of volunteers representing their various placements through the Centre.

### **Data Management and Reporting:**

- Maintain accurate records of volunteer information, hours, placements, and feedback in the database.
- Support Program Manager with reports on volunteer statistics and program impact.

### **EDUCATION, EXPERIENCE AND SKILLS**

- Minimum of 2-3 years experience in supervising volunteers, community service, or a related field.
- Experience working with diverse groups of people, including students, volunteers and staff.
- Strong understanding of interview techniques
- Experience in program coordination
- Education background in human services, human resources, social work, or a related field preferred
- Excellent organizational and administrative skills
- Strong ability to multi-task and prioritize needs
- Ability to work in a team environment
- Compassionate, patient, and dedicated to enhancing the lives of our community
- Competency in the use of Microsoft Office (Excel, Word, Outlook, Forms PowerPoint)
- Communication in French is required
- Knowledge of the Jewish Community, an asset
- Experience with the 50+ population a strong asset

This is a fulfilling and rewarding position that makes a direct impact on the lives of our members and the broader community. The Volunteer Engagement Coordinator will be instrumental in building a vibrant, engaged volunteer community that supports the mission of the community centre.

We thank all candidates for their interest; only those considered for the position will be contacted for an interview.

We welcome diversity in our workplace and encourage people from minority and racialized groups to apply.

**Interested candidates may submit their resume to [hr@cummingscentre.org](mailto:hr@cummingscentre.org)**