

Job Posting

Alzheimer Society of Toronto

The Alzheimer Society's vision is a world without Alzheimer's disease and other dementias. Our mission is to alleviate the personal and social consequences of Alzheimer's disease and related dementias and to promote research.

OUR VALUES

Collaboration Accountability Respect Excellence

The Alzheimer Society is an equal opportunity employer, and we are dedicated to building a workforce that reflects the diversity of our communities in which we live and serve. We are also committed to inclusive, barrier-free recruitment and selection processes in accordance with the Human Rights Code and AODA and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Volunteer Coordinator

Reports to: Recreation and Volunteer Programs Manager

Supervises: N/A

Job Summary

The Volunteer Coordinator is responsible for the delivery of the organization's programs and services. This includes working directly with volunteers, and/or providing guidance, support, resources, and tools to staff who supervise volunteers.

Essential Duties and Responsibilities:

- Assess organization needs and opportunities related to volunteers to scale volunteer program.
- Develop climate of organizational readiness for volunteers
- Advocate for volunteer involvement, and promote volunteer opportunities and contributions amongst stakeholders, including partnerships
- Implement appropriate screening protocols for potential volunteers to ensure the best match between the skills, qualification, and interests of the volunteers and the needs of the organization
- Recruit (application, interview, references, police checks), train, support, supervise volunteers for programs and special events
- Develop and conduct volunteer orientation and role-specific training (I.E. Teleconnect, Peer Support, Respite) on an ongoing basis
- Coordinate volunteer recruitment, training and supervision for general volunteers and event committees at a variety of events throughout the year including but not limited to: IG Wealth Management Quest (approx. 350 volunteers), IG Wealth Management Walk for Alzheimer's, Unforgettable Evening Gala, etc.
- Coordinate administration support– packages, phone calls, data entry, etc.
- Support the Teleconnect Program by matching volunteers to clients ongoing for friendly phone

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calls and check-in calls. Provide ongoing guidance, resources, and tools to high-level volunteers.

- Ensure volunteers are recognized, including but not limited to annual appreciation event, volunteer awards individual check-ins, and educational opportunities
- Maintain confidential, accurate and current volunteer records, including complete and thorough documentation for each client contact, in compliance with relevant privacy legislation and in accordance with professional standards and internal policies
- Develop and implement goals and objectives for the Volunteer Program which reflect the mission of the organization
- Collect relevant statistics for KPI's and board reports on the progress of the Volunteer Program.
- Develop and implement Young Leaders Collective recruitment strategy to onboard new donors to the organization
- Develop and oversee Young Leaders Collective budget, programming, and continued stewardship, including management of the Young Leaders networking platform.
- Implement Diversity, Equity, and Inclusivity Strategy for the Volunteer Department.
- Develop community partnerships and collaboration to enhance recruitment

Job Qualifications

Education:

- An undergraduate degree with excellent written and spoken English
- Post-secondary education in Volunteer Management or related field.
- An equivalent combination of education and experience will also be considered.

Experience:

- 3 years' related experience including previous volunteer management, event planning and program development experience

Other Knowledge, Skills, Abilities or Certifications:

- Comfortable meeting and liaising with volunteers, community partners, donors and participants of events
- Excellent computer literacy, and proficient in Microsoft Office applications
- Experience using a Volunteer Management System
- Strong coordination skills and attention to detail
- Ability to work under pressure, to meet deadlines and juggle competing priorities
- Excellent conversational and interpersonal skills
- Willing to work some evenings and weekends when necessary

Commitment to Equitable Recruitment

The Alzheimer Society welcomes those who have demonstrated a commitment to upholding the values of equity and social justice and we encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, Black and persons of colour, persons with disabilities, people living with dementia, care partners and those who identify as LGBTQ2S+.

COVID-19 Vaccination

The Society requires that you be fully vaccinated for COVID-19, subject to any accommodation obligations you may have under human rights legislation.

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We thank all who apply, but only those selected for an interview will be contacted.

Please submit your resume and cover letter to: resumes@alzheimerssc.org

Please include the 'Job Title' in the subject line.

Closing Date: May 4, 2022