

JOB POSTING

Job Title:	Volunteer Coordinator	Status:	Part Time
Program:	Downtown Community Court	Start Date:	ASAP
Location:	Vancouver	Hourly Rate:	\$27.74
Hours:	25 hours/week	Posting #:	25068-DCC
Schedule:	Mondays-Friday, 9:00am-2:00pm	Closing Date:	November 08, 2025

The Elizabeth Fry Society of Greater Vancouver (EFry) is a charitable organization that supports women, girls, and children at risk, involved in or affected by the justice system. Our programs work to break the cycle of poverty, addiction, mental illness, homelessness, and crime.

We are recruiting a **Part Time Volunteer Coordinator to oversee EFry Volunteers who work out of the Downtown Community Court (DCC)**. DCC located in Vancouver's Downtown Eastside focuses on individuals with frequent contact with the Justice System. The Court seeks to provide defendants with the support they need to break the cycle of recidivism by addressing underlying needs related to poverty, homelessness, mental health, and substance use.

KEY RESPONSIBILITIES:

- Supports volunteer court runners who assist clients with legal appearances, Mondays to Fridays, from 09:00am to 2:00pm.
- Facilitates educational groups in the court.
- Develops an ongoing plan for volunteer recruitment, training, scheduling, and management including the development of materials intended to enhance the skills of the volunteer cohort.
- Oversees all aspects of volunteer programming with an attention to confidentiality and safety for clients and volunteers alike.
- Maintains any necessary budgets, reporting and statistics as required.
- Maintains appropriate partnerships with other agencies and organizations in a multidisciplinary setting.
- Performs other related duties as required.

QUALIFICATIONS:

- Criminology and completion of a Volunteer Management Certificate strongly preferred; or, 3 years volunteer training or management experience and/or an equivalent combination of education and related experience supporting vulnerable and marginalized communities.
- Knowledge of the Criminal Justice System, women's issues, homelessness, mental health, and substance use.
- Demonstrated history of effective volunteer recruitment and management.
- Demonstrated ability to coach and mentor volunteers to achieve goals and program deliverables.
- Strong project and time management skills to ensure effective operations.
- In-depth knowledge and experience in group facilitation skills and the ability to build workshops for

both volunteers and clients would be an asset.

- Excellent communication and interpersonal skills both written and verbal.
- Systems thinker and ability to maintain detailed records.
- Proficient in MS suite products and ability to learn and master new software applications.
- Ability to lift up to 30 lbs.

MANDATORY JOB REQUIREMENTS:

- Doctor's note of fitness required.
- Satisfactory Criminal Record Review (Vulnerable Sector Search).
- A valid driver's license (Class 5) with a satisfactory driving record is an asset.

EFry is an equal opportunity employer and is committed to building a diverse workforce and strongly encourages applicants that represent those we serve. We welcome applicants with non-traditional educational backgrounds and field experience.

Interested candidates must submit a cover letter and resume to hire@efry.com with the subject line VC 25068-DCC.

We thank all applicants for their interest in this opportunity; however, only those selected for an interview will be contacted.