

## JOB POSTING

<b>Job Title:</b>	<b>Volunteer Coordinator</b>	<b>Status:</b>	<b>Part Time</b>
<b>Location:</b>	<b>Vancouver</b>	<b>Hourly Rate:</b>	<b>\$26.67</b>
<b>Hours:</b>	<b>20 hours/week</b>	<b>Posting #:</b>	<b>23-109</b>
<b>Schedule:</b>	<b>Mondays-Thursdays, 9:00am-2:00pm</b>	<b>Closing Date:</b>	<b>July 11, 2023</b>

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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 the Downtown Community Court (DCC) Program.** The DCC program which works in Vancouver's Downtown Eastside focuses on individuals with frequent contact with the Justice System. It seeks to provide offenders with the help they need to break the cycle of recidivism by addressing underlying needs related to poverty, homelessness, mental health, and substance use.

### **KEY RESPONSIBILITIES:**

- Supports volunteers who assist clients in the court daily, Mondays to Fridays, from 09:00am to 2:00pm.
- Facilitates groups in the court.
- Develops an ongoing plan for volunteer recruitment, training, scheduling, and management including development materials that are intended to support and build skills for volunteers.
- Oversees all aspects of volunteer programs with attention to confidentiality, safety for clients and volunteers, quality training and appropriate training of volunteers.
- Maintains any necessary budgets, reporting and statistics as required.
- Performs other related duties as required.

### **QUALIFICATIONS:**

- Completion of a Volunteer Management Certificate strongly preferred or 3 years volunteer training or management experience and/or an equivalent combination of education and experience.
- Knowledge of the Criminal Justice System, women's issues, homelessness, mental health, and addictions.
- Demonstrated ability to coach and mentor volunteers to achieve goals.
- Effective recruitment experience and knowledge, communication, and problem-solving skills for volunteer management.
- Strong project and time management skills to ensure ongoing operations and capacity building workshops for both volunteers and clients.
- In-depth knowledge and experience in group facilitation skills 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:**

- Standard First Aid with CPR-C.
- Evidence of COVID-19 vaccinated status.
- 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 [hr@efry.com](mailto:hr@efry.com) by no later than July 11, 2023, with the subject line VC 23-109.

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