

JOB POSTING

Job Title:	Volunteer Coordinator	Status:	Part time
Location:	Maida Duncan, New Westminster	Hourly Rate:	\$26.67
Schedule:	25 hours/week	Posting #:	23-114
Schedule:	Tuesdays-Saturdays, 10:00am-3:00pm	Closing Date:	July 11, 2023

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 Maida Duncan Women's Drop-In in New Westminster. The Maida Duncan Women's Drop-In in New Westminster offers marginalized women a place to go for snacks, showers, laundry, free clothing, and household items, as well as social activities and programs. It also operates 7 days a week, with a free dental clinic on Wednesdays.

KEY RESPONSIBILITIES:

- Oversees the operation of the Maida Duncan Women's Drop-In Centre.
- Ensures a welcoming safe space for vulnerable women who avails the services.
- Engages with volunteers and practicum students to meet the high needs of vulnerable women struggling with a significant degree of material deprivation and poverty.
- Oversees the Emergency Weather Response Program, operating overnight during extreme weather conditions.
- Plans and executes volunteer recruitment, training, and development of volunteers.
- Responds to and reports on critical incidents, ensuring EFry policies, procedures and practices are adhered to.
- Develops community partnership and foster relationships with local schools and sites looking for practicum placement and liaise with UBC Faculty of Dentistry regarding the drop-in dental clinic.
- Flexibility in covering shifts in the drop-in when required and/or must work one weekend day.
- Participates in staff meetings and program report writing.

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.

- 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 by no later than July 11, 2023, with the subject line VC 23-114.

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