



BVO is seeking applications to fill the following position:

Volunteer Engagement Coordinator – part time contract

BVO's Volunteer Coordinator will manage most elements of volunteering within the organization. The role involves the assessment of volunteer needs and planning how best to meet those needs through recruitment, training, placement and affirmation.

Main Responsibilities:

- Intake, recruitment and orientation of volunteers
- Management of volunteers
- Work with volunteer committee
- Maintain volunteer files
- Keep abreast of all aspects of volunteering as it relates to BVO operations

Qualifications:

- Post-Secondary Education Diploma/Degree in a related field;
- Certificate program in Volunteer Management is an asset. Experience working with volunteers is a must;
- Above average communication skills, both oral and written;
- Computer skills, including Microsoft Office, Excel and Word and a willingness and ability to learn new software related to volunteer management;
- Experience in implementing, supporting and evaluating events and activities;
- Ability to manage human and physical resources efficiently and effectively;
- Ability to work a variety of hours, which could include evenings & weekends;
- Previous experience in working in the not-for-profit sector and with a volunteer Board of Directors;
- Capable problem solver and decision maker

Please forward your covering letter and resume at your earliest opportunity to:

Beaver Valley Outreach

Box 599, Thornbury, ON N0H 2P0

Or email admin@bvo.ca c/o Carolyn Letourneau

**We thank all applicants for their interest; however only candidates selected for an interview will be contacted.*