



JOB POSTING

Position Title: VOLUNTEER COORDINATOR

PURPOSE

The Volunteer Program provides members of the community, including people living with HIV/AIDS, a meaningful opportunity to become involved with the services and daily operations of the Toronto People With AIDS Foundation. The role of the Volunteer Coordinator is to provide strong leadership in agency-wide volunteer management and supervise the Reception volunteer team.

ACCOUNTIBILITY

The Volunteer Coordinator works with other staff to ensure consistent and cohesive client service and reports to the Director, Programs and Services.

KEY RESPONSIBILITIES

Volunteer Management

1. Provides strong leadership in agency-wide volunteer management including the screening, placement, training, support and appreciation of PWA's volunteer base.
2. Keeps abreast of current volunteer and client trends and needs to assist with program development.

Program Coordination

1. Coordinates the daily operations and administration of the Reception program.
2. Supports the development of peer led cooperative programming.

Community Development

1. Participates in meetings and trainings, and sits on committees, both in-house and on behalf of the agency to increase service accessibility and agency leadership.

Administration

1. Maintains statistical records about volunteer activities and program access, and completes funding reports in a timely fashion.
2. Provides appropriate support to PWA programs during staff absences.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- 1) Extensive knowledge of the complexity of issues relating to HIV/AIDS.
- 2) Excellent skills in adult education.
- 3) Excellent communication and interpersonal skills.
- 4) Verbal and written fluency in English is required; knowledge of a second language/culture is a definite asset.
- 5) Strong awareness of equality, diversity and harm reduction issues.
- 6) Knowledge of Microsoft Word, Outlook and Access based database management software.

QUALIFICATIONS

- 1) Minimum 2-4 years experience in program coordination and volunteer management in health related, frontline client service;
- 2) Post secondary degree in a related field and/or certificate in volunteer management preferred or equivalent combination of education and experience;

The Toronto People With AIDS Foundation is an equal opportunity employer. We strongly encourage people living with HIV/AIDS to apply for this position. We welcome applications from internationally educated professionals.

Deadline for submissions is 10am, April 12th, 2010. No phone calls please.

Resumes may be submitted in confidence to:

Rick Lees, Interim Director, Programs & Services

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email: rlees@pwatoronto.org

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