



Volunteer Coordinator

DEPARTMENT:	Parks and Recreation	STATUS:	Regular, Full Time
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	35 hours/week*	SALARY:	\$52,121 to \$61,361 annually (2019 rates) + comprehensive benefits package

The City of New Westminister is seeking an enthusiastic and qualified individual to fill a fulltime Volunteer Coordinator position. The Volunteer Coordinator will perform recreation work involving developing, planning and implementing a program of activities for volunteers at Century House, a recreation centre for adults 50+, and assisting in coordinating community volunteers for other Parks & Recreation facilities, programs and events. The work will primarily involve planning, organizing, coordinating and scheduling a large group of volunteers who assist in offering programs and activities as part of the overall recreation program; recruiting, orienting, training and evaluating volunteers; and establishing and maintaining liaison with a variety of internal and external contacts.

If you have the following qualifications and attributes, we want to hear from you!

- Graduation from a post-secondary institution with a degree or diploma in Recreation or a related discipline plus some related experience preferably working with seniors and/or volunteers; or an equivalent combination of training and experience.
- Considerable knowledge of the philosophy and objectives of the volunteer program.
- Considerable knowledge of the methods, techniques, policies and procedures pertaining to the recruitment and coordination of a large volunteer group.
- Sound knowledge of the interests, requirements and resources of the volunteer community.
- Ability to develop, plan, schedule, implement, evaluate and recommend changes to volunteer programs, activities and services.
- Ability to recruit and appropriately place volunteers and to participate in monitoring and evaluating work performance.
- Ability to orient, train and motivate volunteers.
- Ability to establish and maintain effective working relationships with staff, volunteers, staff of other agencies and the public; and to employ contemporary service excellence principles.
- Ability to communicate effectively orally and in writing and to make presentations.
- Ability to monitor the volunteer program budget and to prepare and maintain correspondence, records, reports and training materials.
- Ability to act as a resource person and provide leadership to members of volunteer committees and the Association.
- Valid Class 5 Driver's License for the Province of British Columbia.
- St. John's First Aid Certificate or equivalent is preferred.
- The successful candidate must be able to pass and maintain a clear Police Information Check.

***This position works a flexible schedule and non-standard hours, including evenings and weekends.**

Apply by sending your resume **quoting competition #21-07, by January 25, 2021** to the Human Resources Department, City of New Westminister, 511 Royal Avenue, New Westminister, BC, V3L 1H9, Fax: (604)527 4619 or e-mail to hr@newwestcity.ca.

We thank all applicants in advance; however, only those selected for an interview will be contacted.

The City of New Westminister is committed to employment equity. We welcome diversity and encourage applications from all qualified individuals.