



SOCIAL SERVICES VOLUNTEER COORDINATOR – SUMMER STUDENT

Temporary Contract (estimated 12 weeks)

Estimated Start Date: May 31, 2021

30 hours per week, \$15.09 per hour

(Monday – Friday)

At Community Support Connections, we wake up each morning energized about the difference we make in the lives of our clients; people who could be your parents, grandparents, friends, or neighbours. Working with hundreds of amazing volunteers, donors, and community partners, we provide a wide range of community supports for older adults and people with different abilities to help them live at home with independence and dignity – something we all deserve. We are truly caring and client-centered, and are constantly innovating; looking for new and better ways to provide the best care and supports possible.

Passion and commitment permeate everything we do. Driven by our values, we treat our clients, volunteers, donors, and each other, with dignity and respect. We recognize that diversity is the foundation for understanding the needs of our stakeholders. We believe the best way to serve our clients and volunteers is to create an environment and culture that empowers our staff to be as productive and happy as possible.

If you are a budding volunteer engagement professional and looking for a challenging opportunity to build your portfolio, we want to hear from you!

Responsibilities

- Administrative responsibilities of maintain a team of volunteers
- Support the recruitment cycle including screening candidates, scheduling and conducting interviews, and conducting reference checks.
- Filing, data entry, maintenance of records
- Content creation and liaising with new volunteer applicants
- Overseeing and coordinating on-site community garden, including researching, purchasing supplies, and providing supervision to garden volunteers daily
- Liaison between garden and kitchen by communicating when items will be ready for harvest
- Ensure Covid 19 protocols are followed in on-site garden

Requested Skills/Qualifications

- This job is *funded through **Canada Summer Jobs 2021***, and to be eligible applicants must:
 - Be between 15 and 30 years of age at the start of employment
 - Be a Canadian citizen, permanent resident or person to whom refugee protection has been conferred
 - Be legally entitled to work in Canada
- Valid Driver's License and daily access to a safe, licensed and reliable vehicle for business-related travel

- Satisfactory police records check for the vulnerable sector
- Completed or working towards a volunteer management certificate, or related program
- Working knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Excellent multi-tasking and organizational skills
- Strong leadership skills and ability to delegate daily tasks
- Excellent attention to detail and confidentiality
- Strong interpersonal skills with an enthusiasm for working with people
- Experience with older adults, volunteers and/or persons with disabilities an asset
- Ability to communicate in language other than English an asset

Application Information

Please submit resume and cover letter to our posting on Indeed, clearly identifying the unique attributes you bring to the position by **May 14, 2021**.

Persons from equity-seeking groups are encouraged to apply. We are happy to accommodate the needs of qualified applicants under the Ontario Human Rights Code and Accessibility with Ontarians with Disabilities Act (AODA) in all parts of the hiring process.

No phone calls or emails please. Only those candidates selected for an interview will be contacted.

IMPORTANT: Please note that some of the above functions and responsibilities may be reduced and/or performed in a different capacity during the pandemic. Regular business activities will resume when it is safe to do so.

Check out communitysupportconnections.org to learn more about our programs and services! You can also find us on Facebook, Twitter and LinkedIn!

COVID-19 considerations:

Community Support Connections has a comprehensive COVID-19 Policy and Safety Plan; all appropriate precautions will be taken during the recruitment process and upon hire.