

Caldwell Family Centre

Volunteer Posting- Volunteer Coordinator

Send Resume to: info@caldwellcentre.ca

Closing Date: February 10, 2023

Mission: *The mission of the Caldwell Family Centre is to provide services to the community that feed and nurture physical and emotional wellness.*

Role Description: The Caldwell Family Centre provides free resources to reduce the impacts of poverty on our community members' lives. Resources include a market style foodbank, week day meal program, drop-in centre, and computer cafe. Our organization depends on our awesome team of dedicated volunteers to function. We are looking for a community focused individual to join our team as the Caldwell Family Centre Volunteer Coordinator (volunteer position). The volunteer coordinator's responsibilities include recruiting and welcoming new volunteers, keeping a database of volunteer information, and keeping volunteers informed!

Strengths:

- Comfortable with learning and working with various computer platforms and software. Ex: Gmail, excel, Sling App
- Enjoys greeting and chatting with any number of people
- Can communicate ideas effectively
- Is accessible via email

Responsibilities:

- Screen new volunteer applicants
- Invite them to volunteer orientation sessions at the centre
- Give new volunteers orientation tours of the centre which include introducing them to our various programs and staff members, and explaining the volunteer roles
- Follow up with volunteers via email or phone
- Teach volunteers how to use the self-scheduling software
- Time to dedicate per week 2-5hrs

The Caldwell Family Centre is committed to recruiting diversity on the board and encourages applications from women, transgender, non-binary, and LGBTQ individuals; First Nations, Metis, and Inuit individuals; Newcomers, persons with disabilities, and members of racialized and marginalized groups. We believe our work is stronger when it benefits from the experience, knowledge and wisdom of people who have lived experience.

CHECK OUT OUR WEBSITE FOR MORE INFORMATION ABOUT OUR OPERATIONS:
<https://caldwellfamilycentre.ca>