

## **Volunteer Department Admin Coordinator**

### **This volunteer position involves:**

- Assist in developing and implementing volunteer recruitment strategies
- Provide assistance in creating and updating volunteer orientation and training modules
- Assist with the planning and execution of volunteer recognition programs and events
- Assist with updating volunteer literature (position description and manuals)
- Maintain accurate statistical information in an excel format
- Update risk assessments
- Create and update all volunteer literature
- Assist with development and post review of volunteer surveys
- Help with administrative duties as required (photocopying, faxing, etc.)

### **Time commitment:**

8 hours/week between Monday and Friday, 9am – 5pm (flexible), with a 1 year commitment

### **Additional screening required:**

- Intro/information session
- Interview
- 3 references

### **Training:**

Orientation provided

### **Qualifications/experience necessary:**

- Knowledge of G Suite (Google Docs, Google Sheets, Gmail) and/or Microsoft Office (Word, Excel)
- Ability to work with a team and independently
- Excellent creative and organizational skills
- Detail oriented
- Comfortable communicating via phone calls, emails or in person
- Excellent verbal and written communication skills and the ability to effectively communicate with HFH Halton staff members and volunteers

### **Locations:**

Burlington office

### **Additional questions regarding this position? Contact:**

Karen Robertson Paget (Coordinator at Volunteer Services)

Phone: 905-637-4446 x287

Email: [kpaget@habitathm.ca](mailto:kpaget@habitathm.ca)

