



**Volunteer Resources and Engagement  
Temporary Part Time Contract (up to 1 year with the possibility of an extension)  
30 hours /week**

Senior Support Services- CPHC, a non-profit charitable community support service provider invites applications for the position of **Volunteer Resources and Engagement. This position is a Temporary Part -Time (30 hours/week) contract – up to 1 year with the possibility of an extension.**

Reporting to the Executive Director, the successful candidate will be a highly motivated, self-directed and an enthusiastic individual with excellent interpersonal skills, and will relate well to staff, volunteers and community partners.

The successful candidate will be **primarily** responsible for:

- Conducts all activities according to volunteer program policies, practices and standards.
- Manages, recruits, screens, interviews, and selects volunteers.
- Responsible for providing continuous support to a team of volunteers.
- Act as the point of contact for the organization's volunteers.
- Build and maintain key volunteer relationships.
- Plan and conduct volunteer support meetings.
- Coordinates volunteer appreciation and recognition activities.
- Planning and executing promotional activities including print media, digital media, social media, and events.
- Facilitate community awareness and establishes partnerships of the volunteer program.
- Maintain volunteer records.
- Other responsibilities as assigned.

**Qualified candidates should possess:**

- Certificate from a recognized Community College in Volunteer Management, Leadership, Human Resources or Marketing an asset.
- Experience working with volunteers and volunteer groups.
- Experience in community development and networking.
- Public speaking and presentation skills considered an asset.
- Superior communication and leadership skills.
- Strong computer skills mandatory including Microsoft Excel, Word, Internet, and Email.
- Strong organizational and problem-solving skills.
- Valid driver's license and access to a vehicle.

**This position is Temporary Part -Time (30 hours/week) contract – up to 1 year with the possibility of an extension.**

This is a non-unionized position. Salary range \$19.28 - \$ 24.28 hour + % in lieu. Please submit your application and resume in confidence **by September 07<sup>th</sup>, 2020** to the attention of:

Chacity Einfeldt, Human Resources and Engagement

2235 Parkedale Ave. Brockville, Ontario, K6V 6B2 E-mail: ceinfeldt@cphcare.ca Fax: 613-342-7582

*CPHC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. We thank all applicants for applying; however only those selected for an interview will be contacted.*

**| 1.800.465.7646 | 2235 Parkedale Ave. Brockville, ON K6V 6B2 | www.cphcare.ca |**

**| Supported by the South East Local Health Integration Network |**

**| A Partner Agency of United Way|**

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