

VOLUNTEER COORDINATOR

Responsible for interviewing, hiring and placing volunteers in different roles based on their experience and preferences. Work with Program Coordinator to ensure program needs are met, and help address any issues that arise.

DUTIES INCLUDE

- Source and recruit volunteers through various techniques (databases, e-mail, social media etc.). Training and assistance will be provided if needed.
- Collect information on availabilities, preferences and skills and a volunteer information.
- Arrange for appropriate training when needed.
- Produce schedules for everyday activities
- Assign responsibilities to the right people for special events
- Coordinate teams of volunteers for large-scale actions

EXPERIENCE

- Experience with volunteers an asset but not required. Training will be provided
- Good communication and coordination skills.
- Experience with non-profit and/or museum events and classes an asset but not required. Training will be provided.

Please contact Bete Way at treasurer@quaco.ca or cell 905-691-9933 or David Hinton at secretary@quaco.ca if you have any questions.