

Charleswood Active Living Centre

Volunteer Position

Title:	Volunteer Position: Volunteer Coordinator
Reports To:	Centre Manager
Purpose:	Volunteer position focused on coordinating Centre volunteers

Duties and Responsibilities

- Meet or communicate with the Centre Manager to discuss upcoming and future volunteer assignments
- With the Centre Manager develops volunteer assignments with clear expectations of tasks and duties
- Volunteer assignments coordinated could include:
 - Coordination of puzzles and books
 - Coffee greeters
 - Envelope stuffers
 - Event set-up and take down
 - Card and games volunteer facilitators
 - Volunteer shoppers
 - Cleaning
 - Committee recruitment
- Collect potential volunteer names and keep a volunteer pool for future use
- Contact volunteers regarding specific assignments
- Inform Centre Manager and Program Coordinator of confirmed volunteer assignments and updates
- Assist Program Coordinator with developing comprehensive Volunteer Appreciation event list
- Coordinate after hours access to the Centre
- Other duties specifically around coordination of special events, or as assigned

Qualifications and Attributes

- Presents a professional appearance and a friendly manner
- Dependable and punctual
- Organized and detail oriented
- Courteous and personable when dealing with the members, volunteers, staff and general public
- Team player
- Self-directed and willing to take initiative

Training and Supervision

- Centre manager is the liaison with this position
- Attends orientation with Centre Manager, Program Coordinator and Board President

Time Commitment

- Estimated 4-5 hours per week