

Coordinator, Volunteer Inclusion Program

Location: Coquitlam, BC

Role description/purpose

Community Volunteer Connections is seeking a compassionate and motivated Volunteer Inclusion Coordinator to join our team. Reporting to the Executive Director, the Coordinator works directly with adults with intellectual disabilities, community organizations, and volunteers to develop, coordinate, and support inclusive volunteer opportunities while promoting volunteer inclusion throughout the community. The ideal candidate is passionate about building inclusive communities, has strong program coordination and relationship-building skills, and brings experience supporting adults with intellectual disabilities.

Community Engagement and Education

- Coach and mentor adult volunteers with intellectual disabilities during volunteer activities online and at various volunteer sites in the TriCities.
- Meet with caregivers and volunteers to evaluate and identify strengths, challenges, and preferred learning style of each adult volunteer.
- Check in regularly with program volunteers working independently.
- Provide education and training to community partners to enable them to better support volunteers.
- Regularly communicate with host organizations, and caregivers to prepare adult volunteers for a successful volunteer experience.
- Research, develop and implement approaches to assist adult volunteers in their social, emotional, and skill development to support their participation as active, contributing members of the community.
- Place, train, and schedule adult volunteers with host organizations in the Tri-Cities area.
- Evaluate volunteer opportunities based on risks, safety, accessibility, volunteer suitability, and relationship building potential.
- Support adult volunteers as needed, through ongoing support in problem solving, communication and collaboration, decision making, self-awareness, self-management, and stress management while volunteering.
- Collect testimonials from volunteers, through facilitated conversations and polls, to demonstrate the impact of the program, with external and internal stakeholders.
- Photograph program events and activities to share in communications with stakeholders, demonstrating the impact of volunteer inclusion.
- Meet regularly with volunteers as a group and individually to nurture relationships, to take part in shared activities, facilitate discussion, and provide feedback.

Administration

- Provide ongoing reports, tracking unique and collective volunteer experiences and activities, such as referrals, onboarding, screening, training, volunteer roles, volunteer hours, and host organizations.

- Maintain volunteer records, community partner records, program statistics and other records, following standard filing procedures at CVC.
- Meet regularly with the Executive Director, to make program development recommendations, to discuss volunteer challenges and program standards of practice.

Qualifications (Experience, Skills, and Attributes)

- Education or professional experience working with adults with intellectual disabilities is preferred.
- Program coordination and volunteer administration skills are an asset.
- Ability to teach functional skills one-on-one and in group settings.
- Superior active listening skills and patience.
- Ability to manage multiple projects and deadlines.
- Ability to build positive relationships and receive direction and constructive feedback.
- Occasional evening and weekend availability to meet service needs.

Terms of Employment

- 30 hours per week.
- Five-day work week, primarily daytime hours.
- Approximately 80% community-based and 20% remote administrative work.
- Proof of eligibility to work in Canada.
- Valid BC Class 5 driver's licence and access to a reliable vehicle.
- Successful completion of a satisfactory Criminal Record Check.
- Signing of a confidentiality agreement.
- \$26.50–\$28.00 per hour, depending on qualifications and experience.

Start Date: As soon as possible

To apply, please submit your cover letter and résumé to admin@volunteerconnections.ca.

Applications will be reviewed as they are received and the position will remain open until filled.