

Coordinator, Volunteer Inclusion Program

Location: Coquitlam, BC

About Community Volunteer Connections

Community Volunteer Connections (CVC) is a nonprofit that connects people with meaningful volunteer opportunities across the Tri-Cities: Coquitlam, Port Coquitlam, Port Moody, Anmore and Belcarra. We support local nonprofits, charities and grassroots groups in finding volunteers, provide resources that strengthen volunteer engagement, and advocate for the nonprofit sector in our community. We also run our own programs, including one that helps adults with intellectual disabilities find volunteer placements. We are a small, virtual team committed to building a more connected and inclusive community.

Position Summary

The Coordinator of the Volunteer Inclusion Program works directly with adult volunteers with intellectual disabilities, their support networks, and community organizations. The Coordinator identifies volunteer opportunities, coordinates schedules, and coaches and mentors all volunteers in their training.

The Coordinator works in partnership with each volunteer, who sets their own goals and chooses the kinds of volunteer roles they want to pursue. The level of support is tailored to each volunteer and role. The Coordinator also builds and nurtures relationships with host organizations, caregivers, and community partners, and promotes volunteer inclusion throughout the Tri-Cities.

The role is split roughly 50/50 between on-site activities during volunteer shifts across the Tri-Cities and remote work from home, which includes identifying opportunities, maintaining participant files, and communicating with volunteers, caregivers, and host organizations.

KEY RESPONSIBILITIES

Volunteer Support

- Coach and mentor volunteers one-on-one and in groups, at volunteer sites across the Tri-Cities, building skills such as communication, problem solving, decision making, and relationship skills.
- Meet with volunteers and caregivers for intake interviews to understand each volunteer's strengths, challenges, and learning style.
- Work with each volunteer to support their goals, interests, strengths, and learning style, involving caregivers when needed.
- Find and assess volunteer opportunities for safety, accessibility, and fit, then place, participate in training, and schedule volunteers with host organizations.
- Check in regularly with volunteers who are volunteering independently.

Community Partnerships

- Communicate regularly with host organizations and caregivers to set volunteers up for success.
- Schedule meetings and knowledge sharing sessions with host organizations so they can better facilitate supportive volunteer environments.
- Gather volunteer testimonials and photos of program activities to share the program's impact.

Administration

- Maintain volunteer and partner records and prepare regular program reports.
- Meet regularly with the Executive Director on program development and volunteer challenges.

QUALIFICATIONS

- Education or experience working with adults with intellectual disabilities.
- Program coordination or volunteer management experience.
- Ability to teach practical skills one-on-one and in groups.
- Strong active listening skills and patience.
- Organized and able to manage multiple priorities.
- Builds positive relationships and is open to direction and feedback.

TERMS OF EMPLOYMENT

- 30 hours per week.
- Pay is \$28 - \$30 per hour
- Approximately 50% on-site support and 50% remote work.
- Eligible to work in Canada.
- Valid BC Class 5 driver's licence and access to a reliable vehicle.
- Satisfactory Criminal Record Check/Vulnerable Sector Check.

Application deadline: Friday, October 30, 2026.

Start date: December 7, 2026.

How to apply: Please send your resume in PDF format to fkondylis@volunteerconnections.ca, and a brief note telling us what draws you to the position. Use the subject line "*VIP Coordinator Application, Your Name.*"

Interviews will take place the week of November 9. Only shortlisted candidates will be contacted. We welcome applications from people of all backgrounds, and abilities. If you need an accommodation at any stage of the application process, please let us know.