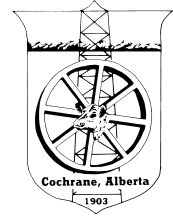




TOWN of COCHRANE Job Description



Job Title:	Coordinator of Volunteer Services	Department:	Community & Protective Services
		Division:	FCSS
Reports To:	FCSS Manager	Subordinate Positions:	Volunteers and Subcontractors
Hours per Week:	35 hours/week	Wage Grid / Level:	Full-Time Grid / Level 11
Approved by Director:	Ian Smith, Director of Community & Protective Services	Reviewed by Human Resources:	Nicole Chepil Human Resources Manager
Signature:	_____	Signature:	_____
Date Approved:	_____	Date Reviewed:	_____

Position Summary:

- Act as a resource and referral service for community organizations and public to develop, maintain, strengthen and promote volunteerism.
- Promote and advocate for volunteerism and community involvement.

Responsibilities:

- Provide leadership on issues relating to volunteerism.
- Provide volunteers and community organizations with matching service.
- Support volunteer organizations in the Cochrane area with volunteer development.
- Prepare and administer budget.
- Maintain records of volunteer event(s) as appropriate.
- Coordinate appropriate volunteer recognition.
- Provide support to internal and external customers around volunteer development.
- Develop volunteer policy as appropriate.
- Coordinate volunteer development tasks such as recruitment, screening, training, supervision, evaluation and recognition for FCSS.
- Act as a liaison and resource to organizations regarding volunteer and community involvement (i.e. trends, policies, etc.).
- Act as project manager for the Social Master Plan research in 2008 – 2009.
- Assist with implementation of community recommendations for Social Master Plan.
- Maintain records regarding program registration and evaluations/follow-up, stats, etc.
- Supervise staff or volunteers for special events and projects as required.
- Coordinate and develop agency newsletter, program advertising and marketing of special projects.

- Manage one's own professional development and growth within guidelines and resources available.
- Maintain constructive relationships with internal and external customers and suppliers.
- The duties and responsibilities outlined above are representative, but not all-inclusive.

Qualifications:

- Post-secondary education in Social Work, Volunteer or Human Services.
- Knowledge of trends and motivational theories regarding volunteer development.
- 2 years related experience in community development and municipal and provincial government programs.
- Excellent communication, public relations, organizational, and computer skills.
- Project management and/or event management experience.
- Financial skills and budgeting experience.
- Valid Class 5 Alberta Operator's license.
- Ability to work with minimal supervision and on a flexible time schedule.
- RCMP Security check and Child Welfare clearance required.
- Position entails some lifting.

Employee Name
(Please print)

Employee Signature

Date

Supervisor Name
(Please print)

Supervisor Signature

Date

This personal information is being collected for the purpose of the Town of Cochrane salary administration and performance management programs. It will be treated in accordance with the privacy protection provisions of Part 2 of the Freedom of Information and Protection of Privacy Act. If you have any questions or concerns, please contact the Human Resources Department at (403) 851-2517.