

Volunteer Engagement & Recruitment Coordinator – Big Brothers Big Sisters, Serving Grand Erie, Halton and Hamilton

POSTED ON: November 7, 2024

CLOSING ON: November 17, 2024, 11:59 p.m.

LOCATION: The primary office location is in Hamilton, ON. A willingness to travel within the communities we serve is required (mileage reimbursement).

EMPLOYMENT TYPE: Part time, contract, hybrid. | Part time (28 hours a week). Contract (26 weeks, end date to be finalized through interview process). Hybrid role - We offer flexibility with virtual options; however, the role does require some in-person meetings.

COMPENSATION: \$26/hour

WHO WE ARE

For 100 years, Big Brothers Big Sisters, serving Grand Erie, Halton and Hamilton (BBBSGEHH) has provided vital services in our local communities. We are part of a National Federation comprised of 90+ Member Agencies servicing more than 1,100 communities across the country.

VISION & MISSION

Our Vision is that all young people realize their full potential. Our Mission is to enable life-changing mentoring relationships to ignite the power and potential of young people.

THE OPPORTUNITY

The agency is looking for an insightful and dedicated individual to join the team as a Volunteer Engagement & Recruitment Coordinator to help support our organization to deliver impactful mentoring services to the communities we serve.

In the role of the Volunteer Engagement & Recruitment Coordinator, you will be working with the Intake team. The intake team is a vital component of BBBSGEHH. Responsible for the screening, assessment and training of all volunteer mentors as well as children and youth in our community-based program, they ensure our programs can run effectively. The team will work cohesively to support one another, as well as to implement new strategies, or tools to innovate and improve efficiencies. The desire to learn and grow is a must.

This position will report to the Manager, Intake & Partnerships of BBBSGEHH.

DUTIES AND RESPONSIBILITIES

- Monitor personal and shared inboxes related to mentor screening and enrollment;
- Enter confidential data into SDP (service delivery platform);
- Complete inquiry calls with those interested in mentoring;
- Conduct mentor applicant reference checks (virtual or by phone);

- Develop a mentor focus group/survey to assess to understand the landscape of volunteerism;
- Assess and report on gaps in agency volunteer mentor pipeline;
- Liaise with community partners for volunteer recruitment;
- Develop and implement volunteer recruitment plan;
- Attend community events for purposes of recruitment;
- Present to community organizations and businesses;
- Provide regular reports to Management, or special reports as requested;
- Maintain strict confidentiality as outlined in agency Privacy and Confidentiality Policy;
- Perform administrative functions as required to manage caseload.

QUALIFICATIONS AND REQUIREMENTS

- BSW or related post-secondary degree/diploma in a related field (social work, psychology, sociology)
- Experience with creating marketing and communications materials would be an asset;
- Ability to approach new partners or businesses by phone or in person;
- Comfortable leading presentations for recruitment or awareness purposes;
- Must have demonstrated knowledge and commitment to understanding the needs of working with marginalized and vulnerable people from a strengths-based approach;
- Must demonstrate strong organizational skills, with the ability to plan, set priorities and meet timelines consistently;
- Strong communication skills, collaboration and teamwork skills;
- Working knowledge of Office 365 programs and familiarity with CRM Dynamics desired
- Strong problem-solving skills;
- Ability to work flexible hours (evening meetings as needed);
- Access to a vehicle (for in-person meetings as needed).

APPLICATION PROCESS

BBBEGEHH is committed to the principles of equity, diversity and inclusion in the workplace. We aim to hire the best candidate for the position based on their qualifications and merit in terms of knowledge, skills, and experience. BBBEGEHH will not discriminate against job applicants on any of the grounds protected by human rights legislation during any phases of the recruitment, screening and hiring process. We welcome applications from persons with disabilities and will provide accommodations during all stages of the hiring process upon request. All hiring managers of BBBEGEHH will treat all job applicants with dignity and respect. At no time during the interview process will any questions be asked that touch on any prohibited areas outlined in the Human Rights Code (such as age, ancestry, colour, race, ethnic origin, place of origin, creed, disability, sex/pregnancy, family status, marital status, sexual orientation, gender identity, and gender expression).

In accordance with National Standards, it should also be noted that the successful applicant will need to provide a clear Vulnerable Sector Police Check.

We thank all applicants for their interest, however, only those candidates whose skills and experience best match the requirements of the position will be contacted for an interview.

Interested applicants are invited to submit their application by email with the job title as the subject line to: infohh@bigbrothersbigsisters.ca