



Volunteer Coordinator– PT

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Menno Place is accepting applications for Licensed Practical Nurse. Menno Place is one of BC's largest campuses-of-care providing residential care, assisted living, home support and independent living to 700 residents. Founded in 1953 by the Mennonite Benevolent Society, we have been privileged to serve the physical, emotional, spiritual and relational needs of thousands of residents and their families <http://www.mennoplace.ca>

The Volunteer Coordinator is an integral member of the Menno Place team and is required to have a commitment to the vision, mission and values of Menno Place performing duties following Menno Place policies and procedures and ensuring safety for residents and staff.

In keeping with Menno Place's Mission, Vision and Value statement, the Volunteer Coordinator position is one of Team Leader.

The Volunteer Coordinator is responsible for developing and evaluating a variety of volunteer programs, recruits volunteers and maintains contact with community groups and volunteer organizations.

These duties include (among others):

- Plans, develops and evaluates a variety of volunteer programs and activities. Reviews and assesses requests for volunteer programs following established policies and procedures.
- Recruits, screens and selects applicants for volunteer placements by reviewing application forms, conducting interviews, performing reference checks, evaluating applicant's suitability for the program. Schedules volunteer placements.
- Supervises volunteers by providing related orientation and training, assessing volunteer performance and providing feedback. Follows up on complaints and/or conflicts and takes appropriate action.
- Provides guidance and support to staff and volunteers by clarifying roles and expectations and providing formal and informal volunteer recognition.
- Maintains contact with community groups and volunteer organizations to promote interest, participation, and support for the program.
- Maintains volunteer program records, volunteer data, and prepares related reports and statistics.
- Monitors expenditures of the program.
- Performs other related duties as assigned

Successful applicant must have the following qualifications:

Education, Training and Experience

- Grade 12, introductory volunteer management course, plus three years' recent related experience or an equivalent combination of education, training and experience

Skills and Abilities

- Ability to communicate effectively in English both verbally and in writing.
- Ability to deal with others effectively.
- Physical ability to carry out the duties of the position
- Ability to organize work.
- Ability to operate related equipment.

Health & Safety

- Is aware of their rights and responsibilities and follow all health and safety policies and procedures.
- Works safely to reduce the risk of injury to self, co-workers, and residents.
- Is alert to and promptly reports all actual or potentially hazardous situations to immediate supervisor. Does not operate or use faulty equipment.
- Promptly reports personal injury to supervisor and seeks first aid as needed.
- Participates in fire safety demonstrations and fire drills, and knows the facility fire and disaster plan.

Required: Criminal Record Check, TB screen, COVID-19 and influenza immunization.

If you are interested in this opportunity, please apply online at www.mennoplace.ca/employment-application.
Competitive compensation and benefits.

In the online application, you will be required to:

- Upload a Resume (PDF, Word doc)
- Supply two Employment History references including Contact Information of Company and Immediate Supervisor
- Supply three references with contact information (2 work-related references, 1 character reference)
- Upload Record of Immunization (digital file upload – JPG or PDF)
- Upload Criminal Record Check done in past 12 months (digital file upload – JPG or PDF)

We thank all applicants however only those short-listed candidates will be contacted.

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