

Citizens Service League

Volunteer/Fundraising Coordinator Job Description

Reporting to the Executive Director, the Volunteer/Fundraising Coordinator will be responsible for:

- ❖ Recruitment of volunteers for all programs
- ❖ Volunteer screening
- ❖ Orientation of new volunteers
- ❖ Volunteer education or preparation for duties, as required
- ❖ Communication with volunteers in all programs
- ❖ Volunteer recognition
- ❖ Assess need for volunteers in various programs and work with staff responsible for those programs
- ❖ Oversee operation of the Volunteer Resource Centre
- ❖ Schedule volunteers, where appropriate
- ❖ Feedback to volunteers on performance
- ❖ Feedback to Executive Director or other staff on concerns or comments from volunteers
- ❖ Maintain current data base of volunteers
- ❖ Ensure volunteers are familiar with and comply with policies of Citizens Service League
- ❖ Arrange and facilitate regular meetings with volunteers from various programs
- ❖ Develop and maintain contacts with other volunteer programs or networks
- ❖ Keep current on changes in practices in the volunteer sector
- ❖ Comply with all policies and procedures of the League
- ❖ Manage delivery of Senior's Programs
- ❖ In conjunction with the Executive Director and the Board of Directors, develop, manage and deliver fundraising activities to support and enhance Citizens Service League ability to develop and maintain programs of worth as per its mission statement
- ❖ Manage the Agency's on-line presence including but limited to our website and Facebook page
- ❖ Other related duties as assigned