



Do you pride yourself on making a difference in the lives of others? Are you passionate about animals and animal welfare?

We are looking for a highly motivated individual to join our team! The Oakville & Milton Humane Society (OMHS) is a registered charity that is committed to protecting and caring for animals. We have an opportunity for a **Volunteer Coordinator** to work in our fast-paced, exciting, and growing organization.

Under the direction of the Manager, Community Outreach and Education (COE), the Coordinator oversees the development, implementation, and evaluation of the Volunteer Program. The program has grown considerably over the years to comprise a team of almost 600 volunteers who provide close to 40,000 volunteer hours annually. The Coordinator is responsible for all aspects of the volunteer engagement cycle including recruitment, orientation, training, supervision, evaluation and recognition of volunteers.

The Coordinator will also oversee operations of the Society's volunteer run thrift store. She/he will maintain productive working relationships with community partners and foster the growth and development of volunteer leadership opportunities for the OMHS.

Core duties of this position include:

#### **Recruitment & Outreach**

- Communication with multiple constituencies including community partners, organizations, and members of the public to recruit volunteers and raise awareness of the OMHS.
- Coordinate the recruitment and screening of new volunteers so that skill sets, and interests are matched to the needs of departments or projects.

#### **Orientation & Training**

- Coordinates and conducts volunteer orientation and training.
- Connects the volunteers with the appropriate departments to ensure position specific training is delivered.
- Prepares and delivers orientation presentations and training materials.

#### **Supervision and Evaluation**

- Works with department leaders to ensure volunteers are comfortable in their roles, has access to staff or volunteers for questions or concerns, and are offered timely feedback on their performance.

#### **Volunteer Recognition**

- Oversight and direct responsibility of the volunteer recognition program, including the annual volunteer awards night.

#### **Administration**

- Sits as a member on the Joint Health and Safety Committee (JHSC) and ensures all volunteers receive proper Health & Safety training.
- Supports the implementation and upkeep of a new volunteer management database with accurate up to date information.

- Oversees the Youth Apprenticeship Program (YAP), developing educational materials and providing direction to volunteer counsellors.
- Tracks and provides data to the Manager to measure satisfaction, growth, and retention of volunteers.

As our ideal candidate you are an excellent communicator, comfortable speaking and presenting in front of (larger) groups and a self-starter. A willingness to provide hands on assistance to lead and support change is critical.

A great attitude is a must, as is the ability to be flexible and change direction at a moments notice. The ability to work successfully in a team environment and build effective working relationships inside and outside the organization is essential.

#### BASIC QUALIFICATIONS:

- Post-secondary education in Volunteer Management or a relevant discipline
- Minimum of 1-3 years of experience in a Volunteer Coordinator role or similar position required
- Knowledge of trends in volunteer management
- Expert level of efficiency with Microsoft Office Suite (including PowerPoint, Excel, and Word) and database management
- Must be flexible; ability to work all shifts, including some weekends, evenings, and overtime as required
- Valid Ontario G Driver's License with clean Driver's Abstract
- Clear Criminal Background Check

#### PREFERRED QUALIFICATIONS/SKILLS:

- Knowledge of the standards of practice for volunteer resources management as defined by the Canadian Code for Volunteer Involvement
- Excellent oral and written communication skills
- Strong planning, organizational, analytical, and decision-making skills
- Demonstrated diplomacy, tact, and discretion
- Flexible and adaptable approach to changing situations
- Experience in animal handling and knowledge of both domestic breeds and wildlife (native and non-native species) is an asset
- A demonstrated compassion towards people as well as animals
- Demonstrated ability to work with diverse groups of people

**Interested applicants please submit a cover letter with resume to:**

**Manager, Community Outreach & Education no later than November 9, 2021.  
coecareers@omhs.ca**

We thank all applicants for their interest in joining OMHS. Given the volume of applications received, we request that you do not follow up your application with a phone call. We will contact only those candidates selected for an interview and thank you for your understanding.

The OMHS recognizes its duty to protect employees from health and safety risks and therefore any offer of employment is conditional upon you submitting proof that you are fully vaccinated with a Health Canada or World Health Organization COVID-19 vaccination series. Failure to satisfy this condition upon employment will result in the offer of employment being rescinded.

**Commitment to Diversity and Inclusion:**

The Oakville & Milton Humane Society believes that diversity and inclusion is about creating a culture that embraces the uniqueness of individuals and the communities in which we serve. We are committed to providing inclusive services where all staff, volunteers, donors, members, and customers feel respected and valued, regardless of origin, age, race, colour, sexual orientation, religion, gender, gender identity or expression, disability, social economic status or any other bias.

We strive to create a safe and judgement free environment, in which we draw on the differences in who we are, what we have experienced, and how we think. We foster a workplace, and engage communities, where differences and abilities are valued, and everyone has access to the same opportunities.

If contacted in relation to a job opportunity, please advise the HR Manager of accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.