



## **Anglican Social Services – Centre 454 Employment Opportunity**

**Position Title: Volunteer Program Coordinator  
Permanent Part Time  
20 hours/week**

Centre 454 is a day-time drop-in and counseling Centre serving the homeless and those at risk of homelessness in Ottawa. Our vision is of a community where all live to their fullest potential. The Volunteer Program Coordinator will report directly to the Manager. The scope of the position will be to promote, develop and coordinate the ongoing implementation of an enhanced volunteer program at Centre 454.

### **Position Activities**

- Program development/refinement
- Program Implementation (recruitment, education/training, screening, selection, identification and assignment of tasks, monitoring, supervision and evaluation, appreciation)
- Volunteer Program Manual Development
- Development and Implementation of Volunteer/ Centre 454 Communications Plan
- Management of social media in accordance with Centre 454's overall Communications Plan
- Public Relations and Promotion
- Work Co-operatively in a Team Environment

### **Qualifications and Experience**

- A combination of successful completion of education, training and experience in the areas of Public Relations, Human Resources, Education, and/or the Social Sciences
- At least two years experience of volunteer coordination
- Experience in the non-profit sector, preferably within the homeless sector
- Knowledge and understanding of the interrelated effects of mental illness, poverty, addiction, and homelessness
- Knowledge of community resources
- Excellent interpersonal and communication skills
- Experience in social media management
- Experience in writing reports and maintaining a file system
- Oral and written English and French required

Salary and Benefits are in accordance with the policies of the Community Ministries of the Anglican Diocese of Ottawa.

Interested Individuals should submit resumes by noon on **Wednesday, October 8, 2014** to [centre454@ottawa.anglican.ca](mailto:centre454@ottawa.anglican.ca).