



Centre 454

Part-Time Employment Opportunity Volunteer Program Coordinator

About the Centre

Centre 454 is a highly regarded day-program providing a wide range of drop-in support services and social recreational activities for individuals who are homeless or at risk of homelessness. Spiritually based, the Centre offers a safe and welcoming place to belong, for men, women and their children, in a community rooted in dignity and respect. Centre 454 is one of five Community Ministries of the Anglican Diocese of Ottawa, funded by all levels of government, and, since 1954, has been working closely with local businesses, community and church groups, donors and volunteers.

Position Activities

The scope of the position will be to promote and coordinate the ongoing implementation of an enhanced volunteer program at Centre 454 including:

- Program development/refinement
- Program Implementation
 - Recruitment
 - Education/Training
 - Screening
 - Selection
 - Identification and assignment of tasks
 - Monitoring
 - Supervision
 - Appreciation
- Program Monitoring and Evaluation
- Volunteer Program Manual Development
- Development and Implementation of Volunteer Communication Plan
- Public Relations and Promotion
- Management of social media in accordance with Centre 454's overall Communications Plan

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
- Knowledge and understanding of the interrelated effects of mental illness, poverty, addiction, and homelessness
- Knowledge of community resources
- Experience in the non-profit sector, preferably within the homeless sector

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- Excellent interpersonal and communication skills
- Experience in writing reports and maintaining a file system
- Experience in social media management
- Bilingualism would be considered a definite asset

Centre 454 is an equal opportunity employer offering a competitive salary corresponding with experience. Please send an electronic copy of a cover letter and resume by Friday, September 2 at 12:00 PM to centre454@ottawa.anglican.ca

We thank all those who apply however only those selected for an interview will be contacted.