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**Santropol Roulant is hiring!**

# **Volunteer Coordinator**

## **About the Position**

The Volunteer Coordinator plays an integral role at Santropol Roulant, coordinating hundreds of weekly volunteers that support every aspect of our daily services and program activities. We're seeking a community champion for this fast-paced role that will shape our volunteer experience and create opportunities for Montrealers to engage in our intergenerational community.

## **Key Responsibilities**

- Supporting the Meals on Wheels service with regular coordination of kitchen and delivery volunteers
- Collaborating with all program areas in coordinating volunteers for diverse programs and events
- Ongoing volunteer recruitment, orientation and training
- Working with a variety of volunteers (students, youth, special needs and community service portfolios)
- Daily intake and intermittent outreach with potential community and corporate partners
- Organizing events and initiatives for and with volunteers
- Managing and improving our systems, tools and points of contact with our community of volunteers

As a member of Santropol Roulant's staff team, the volunteer coordinator will also participate in collective responsibilities such as staff meetings, team meetings, committees, and other collaborative projects.

## **Candidate Profile**

- Passionate about the mission, the values and the mandate of Santropol Roulant
- Experience recruiting, orienting or training volunteers. Volunteer experience is a strong asset as well.
- Ability to juggle numerous competing priorities and issues in a sensitive human environment
- Excellent active listening, conflict resolution and training skills
- English and French bilingualism, the ability to support, train and troubleshoot with a high-level of bilingual competency
- Experience working in human services, welfare or with vulnerable populations
- Comfort working with numerous online platforms, databases, and social media tools

## **Contract Details:**

This is a permanent full-time position with a forecasted start date of June 19th, 2018. The schedule is Tuesday-to-Saturday 6 months per year, and Monday-to-Friday 6 months per year. This salaried position

is paid at \$16.14 per hour, in accordance with Santropol Roulant's Salary Policy which also includes health and professional development benefits and annual salary augmentations.

As an organization that works to break social and economic isolation and bring people together across social barriers, Santropol Roulant recognizes that people who experience structural oppression and marginalization have a lot to offer our community, and so we strongly encourage such candidates to apply. Our primary office space is step-free and has an accessible washroom.

**To apply**, please submit your application by **Sunday, June 3rd at 9 am** on our jobs platform: <http://bit.ly/coordbenevoles> Or simply visit our website <https://santropolroulant.org/jobs> to find the job for which you would like to apply. You may drop off your resume in person, however please apply as well via our online portal. Due to the large volume of applications anticipated, we will unfortunately only be contacting candidates who are chosen for an interview.