



Volunteer Coordinator: De Mazenod Door Outreach

[De Mazenod Door Outreach](#) is currently seeking an experienced and caring individual for the position of **Volunteer Coordinator**.

De Mazenod Door Outreach is a ministry of St. Patrick Catholic Church, located in Hamilton's inner city, and is a Canadian registered charity and non-profit organization. Through loving compassion and faith in action, De Mazenod Door Outreach serves to improve and empower the lives of people who are marginalized in our community, who are often living in poverty and unhoused, and coping with chronic illnesses, addictions, disabilities and other challenges. By providing food, housing, education, social support, and life skills development, we foster dignity, personal growth and hope for a better future.

This new position will best suit a person who is an experienced volunteer coordinator, and is eager to join a team that has a passion for making a difference in the lives of the people we serve, our guests.

The Volunteer Coordinator will provide support to staff and volunteers working in each of our program areas:

- De Mazenod Door - Kitchen
- De Mazenod Farm
- Housing
- Mission with Youth
- HumanKind: Gifts That Matter - Social Enterprise
- Other program areas, as needed.

Description of Position:

To organize and oversee volunteers in the daily operation of the De Mazenod Door Outreach programs, specifically to:

- Recruit, interview, screen, train, and supervise (or assign) volunteers.

Duties/ Responsibilities:

- Communicates with program managers to identify volunteer needs and opportunities
- Recruits volunteers to fit these roles using a variety of resources and techniques.
- Gathers information about each volunteer's skills, availability, and goals; matches volunteers with appropriate opportunities based on this data.
- Receives, reviews and maintains an up-to-date system for police records checks for volunteers.
- Schedules, coordinates, and assigns volunteers to appropriate positions and programs.
- Regularly communicates with volunteers to ensure the role is a good fit for an individual's skills and goals.
- Maintains files, records, applications, and other data concerning volunteer programs using volunteer management software.

- Communicates with program managers to establish guidelines, best practices, roles and responsibilities and training for volunteers.
- Prepare reports, presentations and/or updates to the Board of Directors, staff team, donors/funders or other committees as required
- Coordinates volunteer recognition and appreciation events and activities.
- Performs other related duties as required.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Strong leadership skills with ability to motivate and encourage others.
- Proficient with Microsoft Office Suite and volunteer management software.

Education and Experience:

- Previous work experience supporting and coordinating a volunteer base is required
- College or University degree in Volunteer Management or related field is an asset
- CVA (Certified Volunteer Administrators) certification is an asset

QUALIFICATIONS

- Experience with volunteer management software
- Experience implementing volunteer recruitment, training and retention programs
- Experience with project management and volunteer scheduling
- Excellent interpersonal and networking skills
- Works effectively with and demonstrates respect for others
- Experience and comfort using Microsoft Office software: experience with Google Workspace is an asset
- Strong written and verbal communication skills
- Excellent time management and organization skills – ability to prioritize multiple tasks and deadlines
- Flexible and solution-oriented
- Self-motivated to achieve results
- The successful candidate will be required to provide a Criminal Records and Judicial Matters Check (CRJMC) from the police service that serves the area that the applicant currently resides.

Hours

- Full Time Position – 40 hours per week
- Work hours – Monday to Friday and/or some evenings and weekends
- Annual salary and benefits

Please submit your resume with a cover letter summarizing your experience coordinating volunteers to demazenod@stpatrickshamilton.ca by **Monday, April 3, 2023**. Please include **“Volunteer Coordinator”** in the subject line.

We thank all applicants for their interest. Only candidates selected for an interview will be contacted.