



**main  
street  
project**

## JOB POSTING VOLUNTEER COORDINATOR

**TITLE:** Volunteer Coordinator  
**LOCATION:** 661 Main Street  
**DEPARTMENT:** Administration  
**SALARY RANGE:** \$40,000 to \$45,000  
**REPORTS TO:** Director of Development

The Volunteer Coordinator is responsible for Main Street Project's volunteer program, including fullcycle recruiting, training, supervising and scheduling. MSP's Volunteer program is an essential program to support all areas of MSP work and leading Essentials Market and Clothing donation programs. A key aspect of this role is working with the Development teams to procure in-kind gifts and donations that enhance Main Street Project programs and services. Job tasks will include helping with planning and executing events and activities related to relevant programs and campaigns undertaken by MSP.

### KEY RESPONSIBILITIES

#### Volunteer Coordination:

- Coordinate the agency's volunteer program.
- Recruit, train, supervise and schedule volunteers to assist with activities aligning with the agency's programs and services.
- Coordinate volunteer engagement, retention and recognition activities.
- Track hours, accomplishments and support provided to MSP to develop statistical data for promotional and management purposes.
- Identify and implement community engagement activities and assist with special events.
- Essentials Market and Donations Coordination:
  - Determine donation requirements based on community and program needs.
  - Work with development team to request donations from the community and partner agencies through various platforms.
  - Coordinate, train, schedule volunteers to effectively operate food bank and clothing donations areas.
  - Oversee distribution and supply management of donated items in program areas.
  - Identify gaps and develop required plans, policies and procedures specific to areas of responsibility and oversight.
  - Coordinate with donors, partner agencies to coordinate collecting and storing donated items.
  - Identify and implement community and volunteer engagement improvement strategies and best practices.
  - Other duties and committee work as assigned.

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## **EDUCATION & QUALIFICATIONS**

- Post-secondary education or equivalent experience in volunteer management, human resources, communications, public relations or event management is considered an asset
- Two years' experience (or equivalent experience) in areas such as volunteer coordination, community relations, outreach, fund development, event planning, communications, and/or customer service
- Volunteer Management Level 1 & 2, and Program Planning & Evaluation through Volunteer Manitoba would be considered an asset
- Previous experience working with volunteers is required
- Experience with computer Microsoft Office programs
- Ability to engage with the community using all social media platforms
- Ability to analyze data, produce reports and make future recommendations
- Satisfactory Criminal Background Search Certificate and Clear Adult and Child Abuse Registry Certificate
- Valid Driver's License

## **SKILLS & SPECIFICATIONS**

- Demonstrated collaboration and communication skills in order to work effectively with a wide range of people from diverse backgrounds and with different experience levels.
- Knowledge of community groups and strong ambition to make connections.
- Strong interpersonal skills in establishing successful working relationships both internally and externally.
- Ability to create and implement policies and procedures.
- Proven ability to manage numerous tasks and projects simultaneously including the ability to coordinate, delegate, and monitor the completion of administrative work.
- Comfortable working with groups (small and large).
- Strong interpersonal and communication skills with the ability to motivate and influence others to take action.
- Must be detail oriented and able to work independently and as part of a team and with all levels of staff.
- Ability to apply Harm Reduction and Housing First philosophies in their day-to-day work and Interactions.
- Knowledge of Indigenous Culture.
- Willingness to travel locally and work flexible hours, including weekends and evenings.
- Ability to work well under pressure and meet multiple deadlines.
- Comfort in working with and supporting marginalized populations.

**APPLICATION PROCESS**

When emailing your application, be sure to indicate the correct position information in the subject line when applying:

Submit required documentation to:	<a href="mailto:hr@mainstreetproject.ca">hr@mainstreetproject.ca</a>
Required Documentation	Cover Letter & Resume
Closing Date	September 14, 2022
Subject Line	Volunteer Coordinator

Main Street Project recognizes the importance of building a workforce that is reflective of the community it serves, where culture, language and perspectives drive a high standard of care and service. Therefore, preference will be given to Indigenous people and those who reflect the people/population we serve. Applicants are asked to self-declare in their cover letter along with describing how they meet the above qualifications.

We thank all applicants but only those selected for an interview will be contacted.