

Volunteer Program Coordinator (15-20 Hours Per Week)

The Agency

The Calgary John Howard Society (CJHS) is a charity that reduces crime and makes Calgary communities safer by helping youth and adults make positive changes and move away from criminal behaviour. We do this by addressing the root causes of crime through housing, education, employment programs and support so that individuals have alternatives to breaking the law. CJHS is committed to restorative justice and an organizational environment that recognizes the dignity and worth of each person. CJHS values diversity and inclusion and welcomes qualified applicants from all walks of life.

The Program

The Volunteer Program has been established to enhance the services offered to our clients and to increase CJHS's capacity to attract and retain volunteers. We believe that volunteering enhances social connections and that volunteers can fill a unique role in our agency by providing a natural support between the person served, the agency, and the community. We recognize the distinctive contribution that volunteers can make and how their involvement helps us to better reflect the interests, needs, and resources of the greater community, while bringing a fresh and often unique perspective on our work.

The Position

We are seeking the support of a Volunteer Program Coordinator to maintain the infrastructure developed to engage volunteers, to explore agency needs around new volunteer positions, and to build capacity relative to the program. The successful candidate will build on our current program in a positive and meaningful way. This position will work closely with current Volunteer – Volunteer Coordinator and will report to senior management.

Qualifications

- Diploma or degree in human services field, OR equivalent combination of education and experience related to human services and management of volunteers
- Experience working with volunteers is preferred
- Experience in the non-profit or charitable sector is considered an asset
- The ability to communicate with, guide and empower volunteers to be effective in their roles
- Strong project management skills and ability to envision new volunteer opportunities within CJHS
- Ability to communicate with various individuals, including clients, staff, management and other agency stakeholders

Detail-oriented, organized, and has good time management skills as the position may involve numerous ongoing projects at any given time.

Applications will be accepted until a suitable candidate is found.

Please submit your cover letter and resume to: tracey.normand@cjhs.ca
(please include 'volunteer' in the subject line)

The Calgary John Howard Society thanks all applicants; however, only those considered for an interview will be contacted.