

JOB POSTING - VOLUNTEER COORDINATOR



Employment Status:	Full-time, permanent
Hours:	35 hours per week with flexibility to work evenings and weekends
Compensation:	\$48,000 per year, plus extended health benefits, Municipal Pension Plan, paid vacation, sick time, and professional development opportunities

Organization Description:

Situated on the shores of Lafarge Lake, Evergreen Cultural Centre exists on the unceded, traditional, and ancestral territory of the Kwikwetlem First Nation, which lies within the shared territories of the Tsleil-Waututh, Stó:lō, Qayqayt, Katzie, Musqueam, and Squamish nations in the region known today as the Tri-Cities. Described by the City of Coquitlam as the “cultural jewel in Coquitlam’s Town Centre”, Evergreen Cultural Centre is the premiere venue for live arts events, exhibitions, and experiences in the Tri-Cities. We offer a thrilling season of over 50 performing arts presentations annually in our Studio Theatre, alongside education programs, and contemporary art exhibitions from artists of all mediums in the Art Gallery at Evergreen. We are dedicated to creating an inclusive and accessible community gathering place and invite visitors to immerse themselves in the magic of live performance and visual art.

Job description:

The Volunteer Coordinator is a people-facing position that offers the opportunity to develop and take ownership of our exciting volunteer program. We offer a fun, flexible, and creative work environment where your ongoing activities will include nurturing internal and external relationships, supporting our programs by ensuring an abundant supply of trained volunteers, and communicating the organization's purpose to the public by engaging with the community on our behalf. Like us, you believe that art is integral to healthy communities and that art is meant to be shared as a way to connect and inspire people.

Your key responsibilities will be to:

- Recruit, orient, and supervise volunteers.
- Maintain an up-to-date volunteer database system.
- Collaborate with colleagues across the organization regarding assessing volunteer opportunities and related skill requirements.
- Match volunteers to opportunities that align with their abilities and interests.
- Maintain regular contact with volunteers to keep them informed about volunteer opportunities and determine their availability for specific positions or shifts.
- Organize and lead ongoing orientation, training, and recognition activities.
- Supervise, coach, and direct the activities of volunteers; review and monitor volunteer work performance.
- Periodically attend events to engage with volunteers and monitor activities.
- Review, design, and maintain codes of conduct and operating procedures to support our volunteer program while upholding organizational values.
- Promote the organization and communicate its purpose to the public at volunteer fairs, community events, and other activities.

Your qualifications and attributes should include:

- Demonstrated interpersonal skills and the ability to develop strong relationships.

- A positive, outgoing personality with a genuine interest in working with people.
- Ability to think on your feet and respond quickly to change.
- Experience in community engagement and working with volunteers.
- Computer literacy including Microsoft 365 and Better Impact database software.
- Minimum of 2 years of experience in a Volunteer Coordinator role or similar position.
- An understanding of innovative volunteer program initiatives.
- Must be flexible, able to work a variety of shifts, including some weekends, evenings, and overtime as required.
- A meaningful understanding and genuine commitment to diversity, inclusion, anti-racism, and equity.
- Experience in the arts and cultural sector would be an asset.
- The candidate must be prepared to obtain a valid criminal record check.

Website: www.evergreenculturalcentre.ca/

Apply:

We value an inclusive workplace that is reflective of our community and we encourage applications from members of diverse communities.

Please send your resume, including cover letter by Monday April 3, 2023 to:

Email: humanresources@evergreenculturalcentre.ca

Address: 1205 Pinetree Way, Coquitlam, BC V3B 7Y3

Ideally, the successful candidate will be available to start work the week of April 24th.

Only those applicants selected for interviews will be contacted.