

## VOLUNTEER AND COMMUNITY COORDINATOR

|                            |                                          |
|----------------------------|------------------------------------------|
| <b>Employment Status:</b>  | Temporary, Part-Time, 1-Year Contract    |
| <b>Compensation Range:</b> | \$32.26 - \$37.74 / 37.5 hours bi-weekly |
| <b>Location:</b>           | Strathmere Lodge - Strathroy, ON         |
| <b>Union/Non-union:</b>    | Non-union                                |

### POSITION OVERVIEW

Under the general direction of the Manager of Resident Programs and Support Services, the Volunteer and Community Coordinator will be responsible for the recruiting, training, and scheduling of volunteers and community groups. The Volunteer and Community Coordinator will ensure volunteers and community groups have a positive and meaningful experience while contributing to the well-being of the residents. The Volunteer and Community Coordinator will serve as a liaison between volunteers, community groups, educational institutions and the organization, ensuring effective communication and coordination.

### QUALIFICATIONS

- 2-year post-secondary diploma in Volunteer Management, Recreation/Leisure studies or related field
- Two (2) years of previous experience in volunteer management, preferably in a long-term care home setting
- Current Criminal Record Check with Vulnerable Sector Screening and completion of TB testing that is satisfactory to Strathmere Lodge/Middlesex County
- Valid Driver's licence with a driver's abstract that is clean and free of any infractions, and access to a vehicle

### WHY CHOOSE STRATHMERE LODGE?

Strathmere Lodge is a not-for-profit, long-term care home that is owned by Middlesex County. Opened in 2006, this facility sits on a five-acre site on the outskirts of Strathroy. The home provides care to 160 residents in accordance with Ontario legislation and standards established and monitored by the Ministry of Long-Term Care.

At Strathmere Lodge, you will have a chance to make an impact in your everyday work and build lasting relationships. We offer a culture that values inclusion, diversity, and employee development. We invest in our people to help them leverage their strengths to achieve their career aspirations.

### HOW TO APPLY

If you are interested in this opportunity, please submit your cover letter and resume by email to [hr@middlesex.ca](mailto:hr@middlesex.ca) by 4:30 p.m. on June 7, 2024.

We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for candidate selection purposes only.

### WHAT WE OFFER

Employee Recognition Events  
Professional Development  
Flex Time/Banked Time-Off  
OMERS Pension Plan  
Pay in lieu of benefits  
Employee and Family Assistance Program

### VISIT OUR CAREERS PAGE

<https://www.middlesex.ca/departments/human-resources/job-opportunities>

**Join our team and build a  
rewarding career!**

Middlesex County is an equal opportunity employer. We are committed to a diverse and inclusive workplace for everyone. Accommodations are available throughout the recruitment process. If you are contacted for an interview, please advise us of any accommodations that may be required. This information will be treated confidentially and only used for the purpose of providing an accessible recruitment experience.



## **STRATHMERE LODGE POSITION DESCRIPTION**

|                              |                                                   |
|------------------------------|---------------------------------------------------|
| <b>TITLE:</b>                | Volunteer and Community Coordinator               |
| <b>REPORTS TO:</b>           | Manager of Resident Programs and Support Services |
| <b>DEPARTMENT:</b>           | Programs and Recreation                           |
| <b>POSITIONS SUPERVISED:</b> | N/A                                               |
| <b>EFFECTIVE DATE:</b>       | April 2024                                        |

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### **POSITION SUMMARY**

Under the general direction of the Manager of Resident Programs and Support Services, the Volunteer and Community Coordinator will be responsible for recruiting training and scheduling of volunteers and community groups. The Volunteer and Community Coordinator will ensure volunteers and community groups have a positive and meaningful experience while contributing to the well-being of the residents. The Volunteer and Community Coordinator will serve as a liaison between volunteers/community groups/educational institutions and the organization, ensuring effective communication and coordination.

### **PRINCIPAL DUTIES & RESPONSIBILITIES**

- Responsible for the recruitment of volunteers and other community groups, agencies, and/or educational institutions providing programs or services to the residents of Strathmere Lodge.
- Schedules and conducts mandatory orientation and education sessions for new volunteers to familiarize them with the Lodge's mission, values, policies, and procedures.
- Coordinates the schedule for volunteers and community groups by ensuring appropriate coverage for various projects, events, and programs.
- Assigns tasks to volunteers based on their skills, interests, and availability.
- Provides ongoing training, support, and guidance to volunteers, ensuring that they have the necessary resources to perform their tasks.
- Recommends volunteer retention strategies to foster long-term engagement and commitment to the Manager of Resident Programs and Support Services.
- Collaborates with other staff members and departments to identify volunteer needs and integrate volunteers into organizational programs and events.
- Maintains accurate records of volunteer information, hours worked, and accomplishments for reporting and recognition purposes.
- Performs other related duties and projects as required/assigned.

## **MINIMUM QUALIFICATIONS**

### Education & Experience

- 2-year post-secondary diploma in Volunteer Management, Recreation/Leisure studies or related field.
- Two (2) years of previous experience in volunteer management, preferably in Long Term Care Home setting.

### Knowledge, Skills and Abilities

- Ability to work effectively independently and as a member of a team in a busy and dynamic environment.
- Ability to collaborate and communicate effectively with volunteers, management, staff and general public.
- Must have strong communication, organizational and interpersonal skills.
- Ability to maintain interpersonal relationships and build positive community networks.
- Ability to work flexible hours, including evenings and/or weekends, as required.
- Ability to handle, manage and secure confidential and sensitive information and to exercise and apply discretion, tact and sound judgement when handling such information.
- Proficiency in Microsoft Suite (Outlook, Word, Excel, PowerPoint).

### Other

- Current Criminal Record Check with a Vulnerable Sector Screening that is satisfactory to Strathmere Lodge/County of Middlesex.
- Completion of 2 Step Mantoux TB test.
- Valid Driver's license with a driver's abstract that is clean and free of any infractions, and access to a vehicle.