



*The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House, Neighbourhood Link Support Services and St. Stephen's Community House*

## JOB OPPORTUNITY

**Job#TNG2021-180**

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| <b>POSITION TITLE:</b> Contract Volunteer and Special Events Coordinator |  |
| <b>DEPARTMENT:</b> Philanthropy & Communications                         | <b>STATUS:</b> Contract Full-time, CUPE 7797   |
| <b># HRS / WEEK:</b> 35  | <b>CONTRACT DATE:</b> ASAP till Oct 9, 2022, or the return of the incumbent, whichever comes earlier |
| <b>REPORT TO:</b> Manager, Development & Marketing                       | <b>HOURLY RATE:</b> \$28.48/hr   |
| <b>POSTING DATE:</b> September 15, 2021                                  | <b>CLOSING DATE:</b> September 21, 2021  |

**GENERAL DESCRIPTION:** The position will be responsible for developing the volunteer base of The Neighbourhood Group (TNG) and facilitating the assignments of those volunteers; special events, outreach, and fundraising activities as determined.

### MAJOR DUTIES:

- Liaise with all departments to determine needs.
- Outreach, recruit and foster new volunteers for TNG.
- Liaise with United Way and our various department staff to coordinate United Way Days of Caring events and tours in collaboration with Manager, Development and Marketing.
- Liaise with local partners, small businesses and community organizations to facilitate volunteerism at The Neighbourhood Group.
- Recommend to volunteers the appropriate task(s) within the agency suitable to their particular talents and interests, evaluate effectiveness, and reassign volunteer duties as necessary.
- Provide training and orientation sessions to new volunteers.
- Adhere to policies and procedures, and ensure that volunteers are familiar with such policies and procedures and adhere to them.
- Maintain and keep up-to-date accurate volunteer records, statistics, and databases.
- Prepare volunteer invitation lists, and coordinate volunteer appreciation events.
- In conjunction with other staff, plan, initiate and implement programmes to develop volunteerism within TNG.
- Perform other duties, appropriate to the position, as required

### REQUIREMENTS & QUALIFICATIONS:

- A post-secondary diploma or certificate from a recognized institution in volunteer management or a related discipline is preferred.
- Two or more years of related professional experience.
- Proficient in the use of computer software, particularly MS Office, Internet applications and databases.
- Knowledge of Toronto communities and acquaintance of local organizations to effectively tap into sources of volunteers.
- Initiative and a demonstrated ability to work with minimal supervision.
- Good administrative skills.
- The skill and patience to deal with and resolve the concerns, conflicts and issues expressed by clients, staff, volunteers, and others.
- The physical strength and ability to undertake frequent light to moderate lifting, occasional heavy lifting, and frequent walking, bending, stretching and pulling.
- Preparedness to experience occasional exposure to filth and contagious disease, as well as irate and abusive persons.
- A valid Ontario Drivers License is preferred.

**For a complete job description please contact Human Resources**

**To apply, submit your resume and cover letter with "TNG2021- 180" in the subject line of your email to: [careers@tngcs.org](mailto:careers@tngcs.org)**

TNG is committed to reflecting the communities we serve and to nurturing a respectful and inclusive work environment for all. We encourage qualified applicants of all ages, races, colours, ethnic origins, religions, abilities, gender identities, gender expressions and sexual orientations to apply. Candidates invited for an interview are encouraged to inform Human Resources in confidence of their accommodation requirements.