

**Position title: Director, volunteer services**

**Position Reference #: 6**

**Compensation: \$18/hour**

**Position is for 8 weeks, 35 paid hours/week + 0.5 hours unpaid/day**

**Start Date: Flexible between 5<sup>th</sup> June to June 15<sup>th</sup>, 2023**

**End Date cannot Exceed September 1<sup>st</sup>, 2023**

**Hybrid – For Halton Region and near abouts - Ontario**

**Work Timings: Flexible – Between 9 am to 6 pm mostly**

**Age Limit is 30 years**

**No transportation/accommodation provided by company**

**Preferred to bring own devices for work**

**Should be open to local travel for work**

To apply email to [info@actionforhumanity.ca](mailto:info@actionforhumanity.ca) with the subject line **“CSJ Application – Title of the position”**

**Job Description:**

Recruiting, training, and supervising new volunteers. Collecting volunteer information, availability, and skills, and maintaining an upto-date database. Using marketing tools such as outreach programs, emails, and volunteer databases. Keeping new and existing volunteers informed about the organization and volunteer opportunities. Matching volunteers to opportunities that suit their skill sets, and ensuring they understand their responsibilities and receive the proper training. Organizing training and leading on-the-job training. Keeping schedules and records of volunteers' work. Preparing codes of conduct and operating procedures to uphold the organization's values. Ensuring the organization's purpose is conveyed to the public. Organizing trips for volunteers. Arrange travel and accommodation for volunteers Act to ensure safe and efficient travel operations, in accordance with organizational policies and guidelines. Perform special projects and assignments as directed.