

Volunteer Recruitment and Engagement Coordinator

Big Brothers Big Sisters of Oxford County is looking for a Full Time Volunteer Recruitment and Engagement Coordinator. This is a contract position 35 hours a week, for 1 year, with the potential for extension. Big Brothers Big Sisters has been a part of Oxford County for 50 years. We enable life-changing mentoring relationships to ignite the power and potential of young people in order to see that all young people realize their full potential. We provide direct service to children by matching volunteers and youth in quality mentoring relationships. Our agency staff members are experts at screening volunteers and matching them with a young person in a variety of programs.

This position could be for you if:

- You love to connect and engage with the community, make connections and build relationships
- Your idea of a great week has you both in and out of the office while establishing relationships with community partners to build experiences both in and out of the office.
- You want to provide and support healthy developmental relationships for the young people you are working with
- You enjoy a friendly, collaborative, high-paced and rewarding work environment
- You are goal-driven and a team-player

A day in the life of a Volunteer Recruitment and Engagement Coordinator involves:

- Developing and executing a volunteer recruitment and retention strategy.
- Working throughout Oxford County, to recruit new volunteer mentors our young people
- Build and maintain relationships with local community organizations, corporations, and business to grow our volunteer base.
- Facilitate recruiting presentations and provide promotional material and displays for
- Develop an evaluation process of current and future recruitment efforts.
- Develop communication principals for all volunteer inquiries coming into the agency.
- Develop strong relationships with program staff to identify recruitment expectations and gaps, and determine profile of ideal volunteers based on current needs of youth.
- Provide weekly reports on all recruitment projects
- Working toward achieving personal and agency goals.
- Supporting other agency programs and departments as required
- Work as a team with the Executive Director, Resource Development Manager and Service Delivery Manager
- Completing other duties as requested by the Executive Director or Service Delivery Manager

Skills Required:

- Understanding and/or willingness to learn the strengths and weaknesses of our target population and the communities BBBS serves
- Strong interpersonal, motivational, presentation, networking and communication skills (oral and written)

- Intermediate computer skills, using Microsoft products (Word, Excel, PowerPoint, Publisher, Outlook), CRM Systems, communications and social media tools
- High degree of organization, self-motivation and accountability
- Ability to work flexible hours to meet the needs of volunteer recruitment (some evenings and occasional weekends).
- Confident public speaker and able to conduct effective orientation and information sessions
- Ability to think outside the box and develop new recruiting methods
- Demonstrated knowledge, understanding and appreciation of diversity and social inclusion
- Ability to work proactively, independently and collaboratively
- Demonstrate strong time management skills and possess the ability to prioritize and multi-task at an intermediate level with strong attention to detail

Education, Experience and Other Requirements

- Post Secondary education in Volunteer Management, Human Resources, Social Services and/or other related field.
- 1-2 years of experience in a Volunteer Recruitment or Engagement role considered an asset
- Effective oral and written communication skills.
- Criminal Record check with Vulnerable Sector Screening required upon job offer
- Must have a valid Ontario class "G" driver's license and access to an insured vehicle. Mileage reimbursement provided.

Big Brothers Big Sisters is committed to principles of anti-oppression and employment equity. We encourage members from Indigenous, ethno-racial, LGBTQ+, immigrant, refugee, differently abled and other equity seeking groups to apply and self identify.

If accommodation is required during the hiring process, please inform the Executive Director once selected for an interview.

Please provide your resume and cover letter to Kristen Ralph, Executive Director at kristen.ralph@bigbrothersbigsisters.ca.