



Employment Opportunity

Position:	Coordinator of Volunteer, Donations and Hairspray Programs
Employment Type:	Full Time, Maternity Leave, up to 18 months
Hours of Work:	37.5 hours/week, Monday to Friday, will require flexibility to work evenings and weekends as required
Location:	59 North Park St., Brantford, ON
Start Date:	as soon as possible
Hourly Wage:	\$18.85 - \$22.23
Reports to:	Director of Client Services
Date Posted:	March 12, 2018
Closing Date to Apply:	March 23, 2018 at 4:00pm

Job Summary

To develop, coordinate and implement Nova Vita's Volunteer, Donations and Hairspray Programs. Each of these programs are currently successfully running at Nova Vita. This Maternity Position will be to continue to support, maintain, and strengthen each program. The successful candidate will continue to engage volunteers as valuable human resources in accordance with **The Canadian Code for Volunteer Involvement**, to supervise the Nova Vita Donation Program including the sorting, organizing, storage, and distribution of clothing and goods received, and to continue to develop the Hairspray Program to train and support hair salons and other beauty/cosmetic establishments to recognize and to be able to refer clients/staff to Nova Vita Services when domestic violence is indicated.

Qualifications

- Post-secondary degree or diploma in a related field or equivalent combination of education and experience;
- 3 years' experience working with vulnerable populations or domestic violence is an asset;
- Experience working in social service organizations is an asset;
- Good understanding of domestic violence and homeless issues;
- Excellent interpersonal, written, and verbal skills;
- Ability to multi-task and prioritize tasks in a fast paced work environment;
- Excellent organizational skills;
- Excellent presentation skills – both verbal and written –and some experience in public speaking;
- Working knowledge of the Brantford/ Brant County Community.
- Ability to have a flexible work schedule;
- Knowledge of Nova Vita programs and services;
- Computer literacy is essential
- Valid driver's licence, insurance, and own vehicle
- Ability to lift and carry up to 30lbs

Responsibilities

- Familiarization with the Canadian Code for Volunteer Involvement;
- Develop and enhance the Volunteer Program including volunteer policies, position descriptions, risk management strategies, screening, orientation and training processes, volunteer supervision models, planning for recognition and appreciation events, program evaluation and conflict resolution;
- Conduct ongoing and targeted recruitment of volunteers for various programs and services as needed;
- Supervise and maintain contact with all volunteers for various programs and with the supervisors of programs that involve volunteers;
- Liaison with schools/colleges/universities for volunteer student placements;
- Create and update roles for volunteers which support the skills and talents offered by the volunteers and meet the needs of Nova Vita
- Support and enhance working alliances between volunteers, staff members and agency programs;
- Keep updated with volunteer recognition and awards, both locally and provincially, and nominate qualified volunteers to receive awards;
- Represent the organization and conduct recruitment drives at community events such as volunteer fairs, networking groups, city committees, and encourage community members to volunteer at Nova Vita;
- Oversee and direct regular clothing, hygiene, household and other donations received and support the system in place to sort and organize donations to appropriate areas for easy access;
- Make arrangements to pick up donations where appropriate;

- Maintain community donation partnerships and networks and make new connections;
- Have flexibility in work hours required to meet with volunteers at their convenience and to fulfill work obligations;
- Manage and meet multiple deadlines, while multi-tasking and prioritizing workload;
- Ongoing communication with all staff regarding volunteer needs and encouraging new roles that can be created for volunteers to assist with the workload and program delivery;
- Membership and participation on community committees including BRAVA (Brant Regional Association of Volunteer Administrators) as required;
- Ongoing management of the Better Impact Volunteer Database to receive volunteer applications, update volunteer information and coordinate placements;
- Work closely with staff regarding volunteer needs and positions and regarding donation management, including the staff and manger at Closet Couture;
- Plan volunteer appreciation events, including Nova Vita’s Annual Volunteer Appreciation event;
- Leading and coordinating the Hairspray Project providing information and on-going support to the participating salons and beauty/cosmetic professionals;
- Visiting, recruiting, training and involving more beauty salons into the HairSpray Project;
- Distributing and maintaining training sessions for new and current Hairspray Project facilities;
- Ability to lift bags/boxes including donations, presentation materials , set up projector/computer presentations, set up booth for display at fairs, occasional standing for long periods of time;
- Assume other duties as required

Accountabilities

- Adhere to a strict policy of confidentiality;
- Regular and punctual attendance for work and meetings;
- Adhere to agency policies and procedures at all times;
- Complete monthly reports on the Volunteer, Donations and Hairspray program to be presented to the Nova Vita Board of Directors;
- Review all Volunteer, Donation and Hairspray documentation and refresh and update presentation materials.
- Keep volunteer database up-to-date;
- Work cooperatively with all staff, volunteers and members of the community at large to serve the best interests of the agency;
- Maintain a professional image at all times;
- Adhere to Canadian Code of Volunteer Involvement Guidelines
- Regularly report to the Director of Client Services;

Application

If you require accessibility accommodations during the recruitment process, please notify us to arrange reasonable and appropriate accommodation.

Nova Vita is an equal opportunity employer and strives to be reflective and inclusive of the communities we serve. We encourage individuals who identify as Indigenous, racialized, immigrant, LGBTQI+, or disabled to apply.

We appreciate your interest in this employment opportunity, however only those selected for an interview will be contacted.

Interested and qualified applicants should submit their resume and a covering letter outlining their salary expectation by March 26, 2018 to:

Nova Vita Domestic Violence Prevention Services

Attention: Gail Quinlan, Director of Client Services

59 North Park Street

Brantford, ON N3R 4J8

Fax: 519-752-0811

Email: gquinlan@novavita.org
