



Date Posted: 18-July-2017	Deadline for Submission: 02-August-2017
Job Title: Case Manager	Job Status: Permanent Full-Time
<p>If interested, please forward resumé quoting “Case Manager” in the subject line to:</p> <p style="text-align: center;">hr@ottawamission.com</p>	

JOB TITLE: VOLUNTEER SERVICES COORDINATOR	
REPORTS TO:	MANAGER OF VOLUNTEER SERVICES
DEPARTMENT:	VOLUNTEER SERVICES
JOB LEVEL:	OPERATIONAL SUPPORT
Core Purpose and Mission Statement	
<p>The Core Purpose of the Ottawa Mission is to reflect Jesus’ love in serving the homeless, the hungry, and the lost.</p> <p>Our Mission is to by provide food, shelter, clothing and skills, and offer healing, faith and hope for building a wholesome life.</p>	
Vision & Values	
<p>Our Vision is to become a collaborative leader and innovator in empowering those we serve in transitioning to wholeness.</p> <p>Our Values are Acceptance, Respect, Compassion, Integrity and Interdependence</p>	
Position Purpose	
<p>Reporting to the Manager of Volunteer Services, the position is responsible for the maintenance of volunteer programs, assisting the Manager of Volunteer Services in the development of volunteer services, and working with the Communications officer on outreach initiatives which support and enhance programs and departments within The Mission.</p>	
Major Responsibilities	
<ul style="list-style-type: none"> • Assist with volunteer recruitment process, including postings, interviewing and appropriate placement • Maintain and develop relationships with volunteer agencies, churches, schools and area businesses • Conduct orientation and coordinate training for volunteers and their adherence to policies • Connect regularly with volunteers to develop relationship and gather feedback • Maintain volunteer database and catalogue of job descriptions • Assist with maintaining volunteer schedules • Work with Manager of Volunteer Services on volunteer appreciation events, organization events, program and volunteer evaluation and long term strategies 	
Other Requirements	

ACCOMMODATION IS AVAILABLE, UPON REQUEST, FOR ALL EMPLOYEES WITH DISABILITIES

JOB TITLE: VOLUNTEER SERVICES COORDINATOR

Education:

- Relevant post-secondary education

Experience:

- Minimum of two (2) years previous volunteer coordination
- Previous personal volunteer experience, in a not-for-profit environment preferred
- Event planning and/or project management experience an asset

Qualifications:

- Strong administrative, organizational and time management skills; must be detailed oriented
- Excellent communication and interpersonal skills, emulating tact and discretion
- Creative and motivated to suggest and try new ideas
- Must be proficient with Microsoft Office Suite; familiarity with a volunteer management database an asset
- Demonstrated public relations and presentation skills, and ability to discuss our faith-based principles
- Bilingual (English and French) an asset
- Flexibility to work evenings and weekends

Working Conditions:

- Travel may be required.
- Overtime as required
- Intermittent physical activity including walking, standing, sitting, and lifting
- Interacts with employees and public at large

******PLEASE NOTE – THIS POSITIONS IS ALSO POSTED EXTERNALLY******