

Volunteer Co-ordinator
Job Posting (Part-time, Term position)

Mosaic is currently seeking a maternity leave replacement for a period of approximately 12 months starting immediately for the position of Volunteer Co-ordinator.

Job Overview

The Volunteer Co-ordinator – is responsible for matching the skills, experiences and expectations of volunteers to available positions. The volunteer co-ordinator works with program directors, co-ordinators and front-line staff members to assess program needs and manage all areas of the Mosaic volunteer program. The position also includes actively engaging with the broader community, ensuring Mosaic's active participation and representation in community events and activities.

Volunteer Recruitment, Selection, Orientation, Training, Management and Recognition: (80%)

- Assess the volunteer needs of the organization in consultation with program co-ordinators.
- Design new positions when required.
- Recruit volunteers who meet Mosaic's general requirements.
- Provide a comprehensive orientation to the organization and the volunteer position.
- Design, and provide training when required.
- Develop position descriptions for each role and provide training and ongoing support.
- Enter all volunteer information into the agency data base.
- Ensure that each volunteer receives feedback and is given guidance when required to assist them in their position.
- Co-ordinate Mosaic's annual volunteer recognition event, including budget management, and staff volunteer input.
- Check in with all volunteers to ensure they feel welcome and supported.
- Create a volunteer schedule and communicate with program staff.
- Further refine the volunteer application process and accompanying materials as appropriate.
- Create and implement a system for on-going monitoring and evaluation of volunteers (through check-ins, reviews, etc.).
- Work with Mosaic staff to resolve any issues or concerns arising in relation to volunteers.
- Work collaboratively with volunteers to see how they can best contribute to the organization (balancing their skills and interests with the needs of Mosaic).
- Work with volunteers and program staff to create work plans for volunteers.
- Prepare a narrative report on volunteer program activities as required.
- Other duties as assigned

Team and Interdepartmental Responsibilities: (20%)

- Attend Supervisor Team meetings, Admin team meetings and other special project related meetings as requested.
- Maintain open communication with Mosaic staff members, community members, volunteers, and program participants. (Schedule updates, check ins, reviews, feedback, follow up, and problem-solving meetings).
- Supervise, and support volunteers in collaboration with Mosaic program staff.
- Take part in internal and external training opportunities as required.
- Promote Mosaic volunteer opportunities in the immediate community and more broadly.
- Participate in community meetings as required.
- Assist in the coordination of Mosaic's participation in fairs, festivals and any community events and or networks that offer an opportunity for Mosaic to be promoted and where we can contribute to the health and well-being of the community.

- Collaborate with other Mosaic programs and with sector partners.
- Other related activities in consultation with the HR and Administration Co-ordinator and Executive Director.
- Other duties as assigned.

Qualifications:

- A post-secondary degree or certificate in a relevant field for example: volunteer management, or human resources, or equivalent experience.
- Open-minded, resourceful, independent, positive, highly motivated, and creative, with excellent cross-cultural and teamwork skills.
- Strong and comprehensive understanding of Mosaic programs, including, ESL, childcare, and family programs.
- Strong computer skills.
- The ability to prioritize work.
- Strong written and oral communication skills
- Personable, and be able to work with people from diverse cultural backgrounds.
- Conflict prevention, management and resolution skills.
- Commitment to supporting and empowering the newcomer community through previous volunteering / community involvement.
- Knowledge of a language other than English is an asset.
- Knowledge and/or ex ESL classroom experiences is an asset.
- Able to work flexible hours, and travel to different Mosaic locations.

- Candidate must be legally entitled to work in Canada

- Selected candidate will be required to undergo a criminal record check and vulnerable sector check.

The Volunteer Co-ordinator Reports Directly to the HR and Administration Co-ordinator

Position Details:

- Job type: Term position (with a 6-month probation period), April 2024 to June 2025 or regular employee's return
 - Summer break: Approximately two months
 - Winter break: Approximately three weeks
 - Spring break: one week
- Job schedule: 20 hours a week
- Job location: 397 Carlton Street (main office), Mosaic's program sites, and surrounding communities
- Hourly rate: \$22.95+ 4% vacation pay.

How to Apply:

This posting is open until filled; applications will be reviewed as received. Please email your résumé and cover letter to: Shoko Arakawa (sarakawa@mosaicnet.ca), HR and Administrative Co-ordinator.

Please put Volunteer Coordinator in the subject line of your email.

Mosaic – Newcomer Family Resource Network is an inclusive and accessible employer, committed to an inclusive, barrier-free recruitment and selection processes, and a workplace aligned with the Human Rights Code of Manitoba. Mosaic – Newcomer Family Resource Network will work with applicants requesting accommodation at any stage of the hiring process.

We thank all applicants for their interest in Mosaic we are only able to contact short listed candidates.