



Victoria Native Friendship Centre
Internal/External Employment Opportunity - 1 FTE
Volunteer Coordinator



There is a critical importance to this role of a lived understanding of Indigenous communities, history, values, and culture, and in keeping with the BC Human Rights Tribunal pursuant to s.42(3) of the Human Rights Code, preference will be given to Indigenous applicants. Please self-identify in your cover letter.

The Volunteer Coordinator is a new position working as part of the Management Services Team and reporting to the Director of Management Services. This position will help launch our new Volunteer Program: working with all VNFC departments to support volunteer involvement; coordinating volunteer recruitment, training, and retention; and working with professionals and agencies to grow the program. For more information about the Victoria Native Friendship Centre please see our website at www.vnfc.ca.

DUTIES

Duties include but are not limited to, others may be assigned:

- Launch Volunteer Program. Coordinate larger team to pilot training program, develop evaluation and data management system, finalize program for public launch, branding, and promotion.
- Volunteer recruitment, screening, and training. Training facilitated by Director of Management Services and invited guests, but Coordinator manages all logistical aspects.
- Volunteer evaluation, appreciation, and retention. Keep accurate volunteer records and submit statistics as required.
- Liaise between volunteers and VNFC departments. Cultivate dynamic volunteer opportunities across departments and act as ambassador welcoming volunteers.
- Make appropriate referrals and support positive volunteer experiences. Train staff on successful practices working with volunteers and foster understanding of the volunteer's areas of interest.

KNOWLEDGE, SKILLS AND ABILITIES:

- Candidate has lived experience as an Indigenous person and/or can demonstrate knowledge of the history of First Peoples, history of colonization, and contemporary multigenerational impacts in Indigenous community.
- Knowledge of traditional teachings and practices as asset.
- Highly organized and able to manage large amounts of information with strong written, verbal, and critical thinking skills.
- Able to work independently, be reliable and self-motivated and maintain professional standards of confidentiality.
- Able to build relationships with community members, co-workers, and other professionals, and build partnerships with VNFC programs, departments, and resources.
- Acts as a role model for healthy lifestyle choices and demonstrates respect for people of all ages and abilities.
- Maintains high professional standards and confidentiality to the programs and volunteers.
- Able to provide a clear vulnerable sector Criminal record check dated within past 6 months.

EDUCATION and EXPERIENCE:

- Minimum 2 years' experience in program delivery. Volunteer coordination experience or related field of study an asset.
- Experience working in a not-for profit organization preferred.
- Exceptional proficiency with Microsoft Office Suite and reliable data entry.

SALARY: Wage range: \$22-\$25.00/hour

HOURS: Full-time, 35 hours/week, Monday-Friday, 8:30am-4:30pm, some evenings and weekends

Please submit your Resume and Cover Letter to:

Ron Rice, Executive Director

(by email admin@vnfc.ca, or drop at VNFC reception)

No phone calls please, only those selected for interviews will be contacted. Interviews will be held October 18-22, 2021.

Closing Date: Wednesday, October 13 at 4:30pm PST

Victoria Native Friendship Centre
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