



Are you great at reading people? Do you pay close attention to detail and feel good about a job well done? Does inspiring others to help seniors appeal to you?

CSRS is a non-profit organization that provides free programs and services for vulnerable seniors. We are looking for someone to help us build and maintain a large base of community volunteers that can deliver essential programs and services. If you are friendly, organized and energized by people, then please read on...

Job title: Volunteer Resources

Position Type:	Start date:	Job Number:	Application Deadline:
Contract	Immediately	2011003	January 2, 2011

Responsibilities:

- To build and maintain a base of volunteers who can effectively deliver services to isolated and/or low income seniors
- To increase awareness of CSRS through development of volunteer ambassadors
- To educate internal and external stakeholders about the value of volunteerism and best practices in engaging volunteers
- To increase public awareness about CSRS and its programs and services
- To establish CSRS in the community as an invaluable resource for seniors and those who care about them

Job duties:

- Developing & implementing volunteer engagement plan with measurable outcomes
- Volunteer recruitment, intake, screening, orientation, training, placement, communication, supervision and recognition
- Maintaining volunteer & client files (both electronic and hardcopy)
- Anticipating, justifying and responding to risk re: volunteer engagement
- Assessing the financial, human and technical resources required to achieve goals
- Preparing and managing the volunteer budget
- Tracking and tabulating statistics
- Evaluating volunteer satisfaction & providing recommendations

- Developing and/or modifying policies, procedures, forms and supporting documents related to volunteer engagement
- Preparing and submitting agency & funder reports
- Working with agency staff to identify client needs and opportunities for volunteer involvement
- Assisting manager with ongoing program development, including: research, service comparison, information gathering, data analysis and assessment of need
- Delivering presentations about CSRS programs and services and attending community event to promote the agency

Qualifications:

- Creative, organized, team minded, flexible, detailed, able to multi-task and prioritize, big picture thinker, friendly, approachable, outgoing
- Proficient in Microsoft Office & Outlook and using the internet
- Experience in adult education/training, volunteer management and program development
- Excellent written & oral communication skills

Key Role Interactions:

- Reports to the Community Relations & Volunteer Services Manager

Compensation, benefits & job details:

- One year contract position with strong potential for renewal or permanent, full time employment
- Hours of work are Monday to Friday 8:30 am to 4:30 pm (37.5 hours per week)
- Wage: \$35,000 - 40,000/year
- Competitive benefits (effective after successful completion of 3 month probation period) including, but not limited to: 3 weeks paid vacation, participation in pension plan with employer contribution, dental and vision coverage
- Valid driver's license and vehicle required
- Some evening and weekend work required for community presentations and volunteer training sessions
- Applicants must be able to prove that they are legally allowed to work in Canada

Please submit applications to:

Annastasia Sommer

Community Relations & Volunteer Services Manager

astevens@calgaryseniors.org

We thank all applicants for their interest; however only those selected for an interview will be contacted. Thank you.