



JOB CALL - VOLUNTEER COORDINATOR

An excellent opportunity to work with people in a fast-paced, diverse and dynamic environment!

Responsibilities Include:

- Coordinate an established team of volunteers
- Recruit new volunteers
- Develop a formalized volunteer training program
- Help volunteers pursue individualized training goals and transition to new opportunities
- Reception and office administration duties
- Creating and presenting reports to the Executive Director
- Performing project-related tasks as required

Hours of Work:

- 40 hours per week
- Occasional additional hours in support of Heartwood House special events (currently 3 per year)

Key Competencies:

- The following competencies are *required*:
 - excellent interpersonal skills
 - functional in spoken French and fluent in spoken and written English
 - ability to multi-task and thrive in a fast paced, multi-service environment
 - comfortable with and capable of taking initiative
 - ability to remain calm under pressure in a customer service environment
 - updated computer literacy (including Word and Excel)
 - excellent time management and organizational skills
- The following competencies would be an *asset*:
 - experience in providing quality customer service
 - experience managing and/or coordinating groups of people
 - experience working with diverse populations
 - bilingual

Benefits:

- 10 paid vacation days per calendar year
- sick leave provided in accordance with the employment standards act
- ongoing support from the Executive Director
- potential to build and develop the position
- opportunity to develop and work within a diverse community
- potential for professional development opportunities

\$35,000 starting salary. Only those selected for an interview will be contacted.

Please send resumes by:

- email: moe@heartwoodhouse.ca
- fax: 613-241-4170
- mail: Heartwood House c/o Maureen Moloughney, Executive Director, 153 Chapel St, Ottawa, ON K1N 1H5

Posting closes on Thursday December 31, 2009.

For more information about Heartwood House visit www.heartwoodhouse.ca.