



JOB DESCRIPTION FOR VOLUNTEER LIAISON SUMMER STUDENT

REPORTING RELATIONSHIP

This position is responsible to and reports directly to the Volunteer Coordinator.

FUNCTION

Under the direction of the Volunteer Coordinator, the Volunteer Liaison Summer Student is responsible engaging with community volunteers to ensure volunteer programs are meeting the needs of the Shelter House.

DUTIES AND RESPONSIBILITY

A. VOLUNTEER MANAGEMENT

- Collaborate with the Volunteer Coordinator to ensure goals and objectives for the volunteer programs reflect the mission of Shelter House.
- Collaborate with the Volunteer Coordinator to develop a volunteer manual that will guide community volunteers in the onboarding process.
- Assess the need for volunteers to enhance program / service delivery.
- Promote the volunteer program to gain community support of the volunteer program and Shelter House.
- Participate in volunteer recruitment, orientation, and educational activities.
- Observe the programs and services delivered by volunteers and recommend improvements as necessary.
- Inform Volunteer Coordinator of any conflicts that may arise between community volunteer, clients and/or staff.
- Ensure that volunteers work in a safe, healthy, and supportive environment in accordance with all appropriate legislation and regulations.
- Work collaboratively with staff, volunteers, and community partners to meet Shelter House's mission, vision, and values.
- Assist volunteers with all volunteer programs
- Actively participate in and complete volunteer duties when necessary.
- Assist Volunteer Coordinator to plan events such as food drives and fundraisers throughout the summer

B. DONATIONS & FINANCIAL SUPPORT

- Collaborate with Volunteer Coordinator and Development Officer to ensure volunteers are recruited for fundraising events
- Participate in the Volunteer Driver Program for food donation pick up



C. HEALTH AND SAFETY

- Contribute to the compliance of food safety legislation.
- Report all health and safety concerns to a representative of the Joint Occupational Health & Safety Committee.
- Take every reasonable precaution to ensure the safety and well-being of staff, volunteers, and clients.

D. OTHER DUTIES AS ASSIGNED

QUALIFICATIONS

- Enthusiastic, creative, passionate, and empathetic.
- Post-secondary education or related experience preferably in volunteer management, human resources or any human services field
- Knowledge of the non-profit sector and charitable giving.
- Ability to foster community relations.
- Attention to detail, strong work ethic, and ability to work outside customary business hours.
- Strong interpersonal, organizational, and analytical skills.
- Excellent oral and written communication skills
- Demonstrated time-management skills. Flexibility with changing, multiple priorities and the ability to remain focused to meet targeted timelines.
- Demonstrated ability to work effectively within a team environment.
- Experience with Microsoft Word, Excel, and Power Point and the capability to handle one's own administrative duties.
- Valid driver's license and use of a vehicle.
- Previous experience and / or knowledge of the homeless population is an asset.