



July 2019

Assistant, Volunteer Program (Volunteer Internship Position)

16% of the Canadian population has a disability. In British Columbia and the Yukon, approximately 750,000 adults and 26,000 children have a disability that limits their independence and quality of life.

Help make a difference in the lives of children and young adults with disabilities at Easter Seals BC/Yukon. Since 1952, Easter Seals BC/Yukon has offered programs and services to children with disabilities and their families. Building on decades of experience, Easter Seals BC/Yukon is a trusted charity and established leader in the support of the disabled community. In BC and the Yukon, children and families are supported and inspired through programs and services delivered at Easter Seals Camps and Easter Seals House in Vancouver.

Role

As a member of the Volunteer Program team at Easter Seals BC/Yukon, the Volunteer Program Assistant will work closely with the Coordinator, Volunteer Program to help manage the successful recruitment, retention and recognition of volunteer resources for the Society.

- Assist the Volunteer Coordinator in:
 - Implementing the orientation, training, recognition and retention of volunteers
 - Performing volunteer needs assessment for the various departments, preparing volunteer placement schedule, and arranging recruitment activities to meet the Society's volunteer needs
- Ensure volunteer applications and documentation is completed using our Better Impact platform
- Produce volunteer data reports from Better Impact platform
- Assist in the management of volunteer records (assist volunteers to create online profiles, creating online profiles, track volunteer hours, update records)
- Assist team with volunteers screening and reference checks as required
- Outreach to post-secondary institutions, establishing relationships with career/volunteer centers and faculties
- Researching, finding and accessing community resources for volunteer program-related planning
- Post volunteer opportunities (circulate to existing volunteer pool as well as post externally)
- Assist in digital file organization and utilization
- Prepare correspondence and certificates
- Maintain a positive relationship with volunteers and staff
- Support the team with additional duties as required



Qualifications

- Postsecondary diploma or certificate in fund raising, volunteer management, administration or human resource management (pursuing or finished)
- 1-2 years of experience in a supporting role with a fund raising, volunteer engagement/development or human resources environment
- Strong written and verbal communications skills, including excellent command of the English language
- Familiarity with volunteers considered an asset

Benefits

- Gain valuable experience in program development and management of volunteers
- Build on communications and leadership skills
- Receive letter of recommendation and Volunteer Certificate
- Join an enthusiastic team who share a passion for helping others.

Commitment

This is a part-time, flexible, 8-16 hours per week position. Starting September 2019.