

## **Volunteer Coordinator**

Location: Online/Sarah McDonald's Place

Position Type: 6-8 Month Contract with consideration of extension (15 hours/week)

Contract Start Date: June 15, 2021

Posting Closing Date: May 24, 2021

## **About the Organization**

Black Physicians of Tomorrow (BPT) is a not-for-profit organization that provides African, Black, Caribbean (ABC) Canadian students with the knowledge, tools, resources, and opportunities needed to prepare for and attain a career in the allied health professions.

**STEMWorks** is a program created by Black Physicians of Tomorrow (BPT) to provide the community with free, accessible services for youth living within the Durham Region. Through this program, students ages 12-19 can gain access to free tutoring support in English, Mathematics, Science courses (STEM subject areas) and participate in hands-on workshops to reinforce concepts learned in the classroom while increasing their exposure to the STEM industry. The STEMWorks Program works in partnerships with educators and other organizations in the community to collaborate on the development and facilitation of Life Skills and other STEM-based workshops to support the personal and professional development of program participants.

## **Position overview**

As a Volunteer Coordinator, you will be responsible for overlooking our team of volunteers while also collaborating with the Program and Community Engagement Coordinator to manage the affairs of the STEMWorks Program.

We are looking for someone who is confident in working with youth ages 12 to 19 from diverse cultural and socioeconomic backgrounds, and comfortable working in team settings and independently. The *Volunteer Coordinator* is someone who blends their creativity and personality to recruit, foster, and maintain relationships with volunteers. Developing supportive relationships with volunteers will greatly impact the overall growth and sustainability of the program. The successful candidate will be someone who believes in the organization's mission and vision and is motivated to work with volunteers to elevate the program to the next level.

### **Key Responsibilities:**

- Actively recruits, hires, trains, supervises, and retains volunteers to support program needs
- Appropriately match volunteers' skill sets with roles in the program
- Works with the program staff to deploy volunteers to assist with program needs
- Lead focus groups to gather volunteers feedback on the effectiveness of the program as well as to understand areas for improvement
- Create and distribute a weekly program schedule to volunteers to notify them of their work schedule. Schedule may include tutoring support, workshop facilitation, and/or other operational needs
- Maintains records of all volunteer recruitment and retention activities such as team meetings, appreciation events, etc.
- Delivers high quality training and supports volunteers in creating workshops that optimize their identified skill sets and interests
- Creates and promotes volunteer opportunities in the community
- Conducts ongoing evaluation of the volunteer program and implement improvements as necessary
- Communicates frequently with volunteers to ensure they are satisfied and well-placed
- Keeps detailed records of volunteers' information and assignments  
Ensure the purpose of the organization and its actions is clearly communicated

### **Key Qualifications:**

- A post-secondary degree in a field relevant to the job
- Completion of relevant post-secondary education
- Demonstrated familiarity with the non-profit sector serving members of the ABC communities within Durham Region and/or the Greater Toronto Area Strong oral and written communication skills
- Strong administration skills with the ability to organize, deliver, track and report on the volunteer program
- A multi-tasker, who knows how to prioritize tasks to ensure the job gets done
- Flexible, and able to work in an ever-changing environment
- A collaborative team member who can also work independently
- Computer knowledge - Google suite, Microsoft office
- Knowledge of volunteer management platform would be an asset

Interested individuals who meet the stated qualifications are invited to apply by sending their resume and cover letter in a PDF for Microsoft Word format to: **Philippa Beaden**, Director of Administration at [info@bptcommunity.ca](mailto:info@bptcommunity.ca) no later than **May 24th at 11:59 pm**. Only applicants selected for a virtual panel interview will be contacted.

If you have any questions regarding the position and/or the application process, please contact: **Philippa Beaden**, [info@bptcommunity.ca](mailto:info@bptcommunity.ca)

In order to effectively provide culturally appropriate support for the ABC youth program participants and their families and to alleviate under-representation of ABC individuals within leadership roles in the community services sector, candidates who have lived experience will be strongly considered.

Black Physicians of Tomorrow is an equal opportunity employer, committed to creating an inclusive, accessible workplace culture that is reflective of the community in which we serve. All Individuals will be considered for employment. Should you require accommodations, please let us know.