



Job Posting: Volunteer Coordinator

Position Title: Volunteer Coordinator

Employment Type: Part-time = 30 hours (Monday – Friday)

Location: In-person – Rockwood and Erin, ON

Reports To: Director, Programs & Services

Compensation: Hourly - \$23.00/hr

Posting Deadline: March 30, 2026

About Our Organization - East Wellington Community Services is a community-based organization committed to supporting individuals and families to live healthy, stable, and connected lives. Through advocacy, outreach, and compassionate support, we work to strengthen our community and reduce barriers for marginalized and at-risk individuals.

Volunteers are central to our mission. We are seeking a **Volunteer Coordinator** who is passionate about community engagement and skilled in recruiting, supporting, and retaining volunteers in meaningful roles.

Position Summary

The Volunteer Coordinator is responsible for the development, coordination, and delivery of the organization's volunteer program. This role ensures volunteers are effectively recruited, trained, supported, and recognized, while aligning volunteer activities with organizational goals, values, and community needs.

Key Responsibilities

- **Volunteer Program Development & Coordination** - Develop, implement, and maintain a comprehensive volunteer program.
- **Recruitment & Onboarding** – Recruit, onboard and provide orientation to volunteers
- **Training & Support** - Provide training, guidance, and ongoing support to volunteers and act as the primary point of contact for volunteers.

- **Scheduling & Supervision** - Collaborate with staff to ensure effective supervision and integration of volunteers into programs.
- **Recognition & Retention** - Develop strategies to recognize and appreciate volunteers and foster a positive, inclusive, and respectful volunteer culture.
- **Administration & Reporting** - Maintain accurate volunteer records and databases.
- **Health, Safety & Risk Management** - Ensure volunteers follow organizational policies, procedures, and safety guidelines.

A full job description is available upon request.

Qualifications & Experience

- Post-secondary education in Volunteer Management or an equivalent combination of education and experience in community development, human resources, or a related field.
 - 2- 3 years of experience coordinating volunteers, working in a community, nonprofit, or social service setting.
 - Strong interpersonal, communication, and organizational skills.
 - Ability to work with people from diverse backgrounds and lived experiences.
 - Strong problem-solving skills and ability to work independently.
 - Proficiency with basic computer applications (Outlook, Microsoft Office, Excel, databases).
 - Experience working with vulnerable or marginalized populations.
 - Flexible schedule, including occasional evenings or weekends for events
 - Valid driver's license and a reliable vehicle.
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Our Commitment to Equity

East Wellington Community Services is committed to equity, diversity, and inclusion. We welcome applications from all qualified individuals, including Indigenous peoples, racialized persons, people with disabilities, and those with lived experience related to our work.

How to Apply

Please submit a resume and cover letter outlining your interest and relevant experience to:
Kari Simpson, CEO, at kari.s@ew-cs.com no later than March 30, 2026.

Thank you to all applicants for your interest. However, please note that we will only be contacting those selected for an interview.