



Giving Hope Today

Employment Opportunity The Salvation Army Community Services (Calgary)

Volunteer Coordinator

Location: Calgary – Downtown

Position Type: Regular Full-time

For more than 130 years, The Salvation Army has had the privilege of serving vulnerable people in communities across Canada. Last year, we helped over 1.7 million people. The Salvation Army not only provides the necessities of life such as food, clothing and shelter, but our programs address needs such as addictions, language barriers, loneliness, unemployment and family challenges. Our services continually adapt to meet emerging needs.

At work in more than 400 communities across the country, The Salvation Army has grown to become one of Canada's largest non-governmental providers of social services. An organization that has people at the core of its mission, they have taken unprecedented measures during COVID-19—altered their programs and service delivery—to ensure that those who rely on them for help stay healthy and safe.

Mission and Core Values

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.

Our values underpin all that we do:

Hope: We give hope through the power of the gospel of Jesus Christ.

Service: We reach out to support others without discrimination.

Dignity: We respect and value each other, recognizing everyone's worth.

Stewardship: We responsibly manage the resources entrusted to us.

Position Summary

The Volunteer Engagement Coordinator engages the community in volunteering with Community Services (Calgary) and to provide oversight of the volunteer program with a current volunteer base of over 500 volunteers, including program development and coordination utilizing innovative and effective volunteer management practices and standards.

Hours/Schedule

Regular Full-Time 40 hours per week – Monday to Friday 8:30 a.m. to 5:00 p.m. Some evenings, weekends and holidays.

Key Responsibilities

- Collaborate with managers and staff to assess volunteer needs and develop new roles.
- Develop and maintains partnerships with stakeholders including volunteers, staff, and various community partners to build a vibrant volunteer program.
- Enhance and develop volunteer recruitment, engagement, and retention strategies.
- Assess and address potential risks with appropriate screening protocols.

- Provide general screening, onboarding, and orientation for new volunteers, including mandatory training; collaborate with managers/staff on role-specific orientation and training.
- Coordinates volunteer schedules, as needed.
- Plan and execute both informal and formal recognition of volunteers, including events.
- Maintain volunteer records; implements the volunteer database software.
- Create statistical reports and volunteer program metrics.

Required Education and Competencies

- Degree in non-profit management, volunteer administration or other related degree. Other equivalent combination of education, certification, training and experience will be considered.
- Certificate in Volunteer Management is an asset; CVA certification or willingness to obtain CVA certification.
- 3 years' proven volunteer management experience for a large volunteer program; experience in a social service setting is an asset.
- Valid Class 5 Driver's License and reliable transportation to attend various events and meetings.
- Enjoys working with and is passionate about people.
- Proficient in MS Office and databases; familiarity with volunteer database software is an asset (e.g. Better Impact.)
- Excellent verbal/written communication skills; comfortable and skilled at public speaking.
- Flexible schedule to work some evenings, weekends and holidays.
- Strong desire to support the mission and core values of The Salvation Army.

If this sounds like the ideal role for you, here are more reasons why you should apply:

- A career with an internationally recognized organization where you can make a difference.
- Competitive salary
- Comprehensive benefits package
- Group RRSP contributions with no matching required
- Training opportunities
- On-site parking

Are you passionate about working in a building an engaging environment that supports and challenges others to achieve their goals?

Take the next step and apply so we can continue the conversation about The Salvation Army and how you can help make a difference.

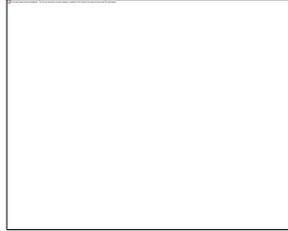
In support of our commitment to a healthy and safe workplace and community, The Salvation Army (TSA) has a vaccination requirement for all employees in Canada. The successful candidate will be made an offer of employment on the condition of being fully vaccinated against COVID-19 and will be required to provide proof of full vaccination, prior to their employment start date. The requirement to be fully vaccinated is subject to provincial/territorial human rights legislation. If the candidate is unable to vaccinate for a reason protected by the Human Rights Code, a request for accommodation can be submitted and written proof satisfactory to TSA will be required.

Please apply by sending a resume to: hresumes@salvationarmycalgary.org and in the email subject line please include the Competition # [VS121321](#).

View our website to learn more about this and other programs we offer: www.salvationarmycalgary.org/residential.html

In accordance with The Salvation Army policy and legislated requirements, employment is conditional upon the verification of credentials and completion of a background check.

The Salvation Army will accommodate candidates as required under applicable Human Rights Legislation. If you require a disability related accommodation during this process, please inform us of your requirements.



Imagine Canada believes that charities and non-profits have a responsibility to be innovative, transparent, accountable, ethical and well-governed.