

## HOC Volunteer Coordinator

The Halton Outdoor Club is looking for a detail-oriented and experienced volunteer coordinator to be responsible for championing and coordinating volunteer activities across our association. This is a new role perfect for a member with expertise managing volunteers in a non-profit environment who is eager to build and create this role from the ground up – with help, of course.

The volunteer coordinator's responsibilities include liaising with sports directors to understand their current volunteer capacity and future needs, lead recruitment and training of new volunteers, creation and implementation of an association-wide volunteer recognition program, working with directors to keep a database of volunteer information and skills, matching volunteers to opportunities, and keeping volunteers informed.

A successful coordinator should be passionate about volunteer work, value relationships and have experience working with multiple stakeholders simultaneously. You should uphold the values of our organization while ensuring the comfort and success of our volunteers in their positions.

### **Volunteer Coordinator Responsibilities:**

- Recruiting, and general training new volunteers.
- Working with sports directors collecting volunteer information and maintaining an up-to-date database.
- Keeping new and existing volunteers informed about the organization and volunteer opportunities.
- Matching volunteers to opportunities that suit their skill sets, and ensuring they understand their responsibilities and receive the proper training.
- Create and implement a recognition program adaptable to each sport
- Update and/or create codes of conduct and operating procedures to uphold the organization's values.

### **Volunteer Coordinator Requirements:**

- Experience in volunteering recruitment, management and recognition.
- Excellent communication, interpersonal skills and team-building skills.
- Membership in HOC

### **Let's Chat**

To discuss the role further, contact Maureen Healey, Vice President, at [maureen\\_healey@hotmail.com](mailto:maureen_healey@hotmail.com) or 647-616-2453.