



SENIOR SUPPORT NORTH VANCOUVER ISLAND

Employment Opportunity: Volunteer Coordinator Campbell River and Region

Organization

Senior Support North Vancouver Island is a well-established agency providing a range of services to assist seniors with their daily lives while living in the community. Services include providing navigation and information, supports with household needs, and friendly visiting. Volunteers play an essential role in providing services for program participants. Services are provided in both the Comox Valley and Campbell River.

Job Summary

Reporting to the Executive Director, the Volunteer Coordinator is responsible for managing volunteer resources to assist in the delivery of the agency's programs and services. The Coordinator is responsible for the full cycle of volunteer management (recruitment, screening, orientation, training, recognition and evaluation). As this is a new position, the Coordinator will be responsible for developing the full volunteer resource program for SSNVI.

Primary Duties and Responsibilities

- Plan the volunteer program/service
- Implement the volunteer program/service
- Engage volunteers
- Lead the volunteer program/service
- Administer the volunteer program/service

Qualifications/Experience

- Post-secondary Certificate in Volunteer Management, or related post-secondary education/course work in a field related to the volunteer sector
- Experience supervising and/or coordinating the work of volunteers or staff
- Membership in an appropriate volunteer organization (i.e., Volunteer Victoria, Volunteer BC, Volunteer Canada) or willingness to obtain before employment begins
- Possession of a Class 5 Driver's License and access to a reliable vehicle with \$3M in automobile liability insurance

Skills/Abilities

- Strong interpersonal, verbal and written communication skills
- Demonstrated understanding of senior-serving programs

- Skills in program development, evaluation and research
- Ability to work independently, set priorities, be flexible, meet deadlines and allocate time and resources effectively
- Highly developed organizational, time management and problem-solving skills
- Knowledge and skills in special event planning and execution
- Ability to deal effectively with the public and community agencies and maintain positive public relations
- Ability to lead, mentor, coach and guide volunteers
- Ability to assess problem situations to identify risks, causes, generate possible solutions and make recommendations for problem resolution

This position is 28 flexible hours per week which may include evenings and weekends. The starting wage is \$32/hour. The position provides 4 weeks of annual vacation time and 3 weeks of (non-cumulative) annual sick time.

The position is based in Campbell River, however SSNVI provides service in the Comox Valley and the Campbell River Region. Employees should expect to travel to and from the Comox Valley approximately once per month.

The position will begin immediately.

A detailed job description is available at <https://ssnvi.ca/employment/>

Interested applicants are invited to email their cover letter and resume in a single PDF file to the Executive Director at admin@ssnvi.ca. Questions about the role may be directed to the Executive Director at admin@ssnvi.ca. Please allow up to 48 hours for a response.

A satisfactory BC Ministry of Justice Criminal Record Check must be agreed to and *will be completed by Senior Support North Vancouver Island at time of hiring.*

Applicants chosen for interviews will be contacted as soon as possible after the closing date. Applicants are advised that the interview will include

- Extensive conversation about volunteer recruitment, development, retention, and support
- providing a sample of writing skills done at the interview, and
- proving basic computer skills in Word and Excel at the interview

Closing date for applications is June 30, 2025.

Senior Support North Vancouver Island encourages applications from all qualified applicants.