



Reading Rocks Volunteer Coordinator (Volunteer Position)

Overview:

The Reading Rocks Volunteer Coordinator is responsible for the administration and coordination of volunteer recruitment, management, retention and assignments, liaising with the Executive Director and Reading Rocks Facilitators on the placement of volunteers and the scheduling of mandatory training for all new volunteers with the Reading Rocks Program in Halton and Hamilton.

Reading Rocks is an 8 week reading program that runs twice per week in the evenings, and takes place three times per year (Fall, Winter, Spring). Volunteer tutors work 1:1 with children between the ages of 6-12 years, and teach them the foundational reading skills of phonics, sight word vocabulary, and fluency through engaging hands-on activities and games that they prepare based on the needs of the child. Volunteers work with the same child for the duration of the program, so it is mandatory that they are available for both days that the program takes place, and are able to commit to 8 weeks.

Primary Responsibilities:

1. Design and implement strategies for volunteer recruitment
2. Manage all external volunteer postings for the Reading Rocks program including job boards and posting websites
3. Preparing and conducting interviews, placements, and coordinating orientation/training of volunteers before each Reading Rocks session
4. Preparing and monitoring volunteer placements within all Reading Rocks sites
5. Maintaining regular communication with volunteers to ensure satisfaction
6. Prepare and conduct volunteer recognition activities
7. Maintain volunteer database, filing system for applications and other relevant details (police checks) for each volunteer and track all documentation as it pertains to volunteers
8. Conduct and attend information/recruitment meetings
9. Work with Reading Rocks Facilitators to handle aspects of volunteer management
10. Promote volunteerism through local schools, including Colleges and Universities

Time Commitment: Flexible Part time, flexible hours (approximately 5-10 hours).

Duties will be carried out at our Resource Centre in Burlington, with the potential to work remotely on an occasional basis (must have access to computer, high speed internet access and Microsoft Office software)

Expectations

- Must be able to work independently and as part of a team. Judgment will need to be exercised in determining the fit and assignment of volunteers, assessing the qualifications of prospective volunteers and deciding which items should be referred to the attention of the Executive Director.
- Willingness to be flexible, and perform additional tasks or special projects as requested
- Exercise tact, discretion, and confidentiality

Knowledge, Skills, Education and Experience:

- Experienced and skilled with computers – including Microsoft Office applications including Excel and Word as well as Google Drive (working with Google docs, sheets)
- Strong typing skills
- Prior experience working in an office
- Proficiency in navigating the internet
- Ability to organize and set priorities
- Strong interpersonal skills
- An above average ability to communicate orally and in writing is necessary.
- Must be capable of planning, organizing and directing under minimum supervision.
- Post-secondary school education (college/university) preferred
- Minimum of 1 year with volunteer coordination or management is preferred.

Interested applicants are asked to submit a cover letter and resume to Katie Jacobs, Executive Director at: executivedirector@LDAH.ca

Successful applicants will be contacted for an interview.

A vulnerable sector clearance (police check) is required for all positions.