

JOB POSTING

Volunteer Coordinator

If you are interested in this position please submit your resume with a covering letter stating why would be interested in this position to Karen Dennison at karen@larchehamilton.org .

POSITION SUMMARY: This is a role focused on helping L'Arche Hamilton to engage Potential Volunteers and Student Placements. This person will seek out and coordinate opportunities to give volunteers/ student placements a rewarding and valuable experience. This is a 10 hr /week position.

RESPONSIBILITIES:

Volunteers:

- **Respond to inquiries from potential volunteers.**
- **Develop understand of the needs of homes and programs to better place volunteers**
- **Recruit and supervise volunteers or student placements**
- **Liaison with Student placement supervisors and academic advisors**
- **Develop and maintain processes for tracking, screening and placement of volunteers within the Community**
- **Provide training and formation for volunteers.**
- **Organize and facilitate Annual Volunteer Appreciation Event**
- **Work with Homes Coordinator to build Core Member circles of support**

- **Meetings:**

- Leadership Team – every second month
- Occasionally attend team meetings with Programs and House Leaders and as necessary.

Accountability: Assistant coordinator, outreach coordinator, House and Dayprogram leaders.