

### Advice of Position Vacancy

<b>Date:</b>	July 27, 2022
<b>Position title:</b>	Volunteer & Training Coordinator
<b>Posting number:</b>	2022-25
<b>Status:</b>	Permanent full time – 35 hours per week
<b>Closing date:</b>	Position remains open until filled. Please send your resume and cover letter to <a href="mailto:humanresources@drpeter.org">humanresources@drpeter.org</a>

The Dr. Peter Centre is a trailblazer in trauma-informed health care not just in Canada, but all of North America. The Dr. Peter Centre provides compassionate HIV care for people living with significant health and social issues including mental illness, trauma, substance use, unstable housing and poverty.

Through its day health, 24-hour care residence and enhanced supportive housing programs, the Dr. Peter Centre provides healthy meals, counselling, therapies, nursing, and a safe place for peer socialization and support. This integrated model of care successfully engages individuals in their health care, improving adherence to HIV treatment and overall health.

We live and breathe our core values of authenticity, integrity, humanity, self-determination, inclusivity and tenacity. If this sounds like you, then we invite you to join our team at the Dr. Peter Centre.

#### **Position Summary:**

Reporting to the Human Resources Manager as a member of the Human Resources team, the Volunteer and Training Coordinator is responsible for all aspects of the Dr. Peter AIDS Foundation volunteer and employee training programs. The volunteer program includes the recruitment, selection, training/orientation, recognition, record keeping, and reporting for all volunteers. The training program includes developing, conducting, evaluating, record keeping and reporting of all new hire orientation programs and other training programs for current staff. The Volunteer and Training Coordinator is responsible for ensuring that all volunteer programs and training programs are effective and all legal, contractual and moral obligations are met.

#### **Direct Reports:**

The Volunteer and Training Coordinator supervises volunteers at the Dr. Peter Centre.

## **Key Responsibilities:**

The Volunteer and Training Coordinator is responsible for the following:

### **Volunteer Training & Engagement**

- Conducting ongoing assessments of volunteer needs, for both ongoing programs and short term or event-based programs;
- Recruiting and selecting volunteers for all operational needs;
- Conducting volunteer training and orientation for all volunteers;
- Ensuring that volunteers are motivated and building an environment of collaboration, respect and teamwork;
- Working with Managers to place and schedule volunteers;
- Ensuring volunteers are recognized and thanked for their work;
- Encouraging development of volunteers;
- Working with Manager of Human Resources to effectively deal with any issues such as workplace relationships, performance, etc., involving volunteers
- Creating, implementing and managing a fully integrated volunteer program that includes recruitment, selection, training, placement, scheduling, recognition, performance management, record keeping and reporting, and termination;
- Directing the identification, cultivation, solicitation and stewardship of volunteers;
- Providing regular reviews of the performance of the volunteer program and making recommendations for modifications as appropriate; and
- Working with the Development Department to ensure that required reporting of volunteers is completed for funding requirements.

### **Employee Training & Engagement**

- Developing and conducting an effective new employee orientation program that ensures all legal, ethical and organizational requirements are met;
- Working with the Director of Operations, Managers and Human Resources to ensure that all new employees receive required and adequate training;
- Ensuring employee files reflect employee training;
- Working with Director of Operations, Managers and Human Resources to provide guidance and assistance with employee development;
- Through the Executive Director or Human Resources Manager, reporting to the Board of Directors any relevant information regarding volunteers or new hire training;
- Participating as a staff member on the Occupational Health and Safety Committee;
- Leads the Employee Engagement Council;
- Participating in all Human Resources meetings and activities as required;
- Encouraging development of staff;
- Working with the Leadership Team to ensure that all policies and procedures are effective and are fiscally responsible;

- Representing the Dr. Peter AIDS Foundation and the Dr. Peter Centre in a professional and ethical manner to ensure that the reputation and stature of the Foundation is maintained and enhanced;
- Building relationships with donors, sponsors, professional organizations, community groups and other organizations and agencies in order to enhance the Foundation's reputation and promote and understand of the Foundation's mission, vision, values and programs;
- Conducting all business activities in accordance with Dr. Peter Foundation terms and conditions of employment, policies, and procedures; and
- Performing other related duties as assigned/required.

**Education, Qualifications and Experience:**

The preferred education, qualifications and experience of the Volunteer and Training Coordinator are:

- Related undergraduate degree or diploma or equivalent;
- Professional certifications in volunteer management and adult education;
- Minimum of two (2) years of experience in non-profit volunteer service development; and
- Minimum of two (2) years of experience as a workplace trainer.

**Required Competencies:**

The Volunteer and Training Coordinator must possess the following competencies:

- Excellent organization and team building skills;
- Group facilitation skills;
- Relationship oriented;
- Detail oriented;
- Excellent communication and interpersonal skills;
- Learning and Teaching skills;
- Leadership skills;
- Self-confidence;
- Initiative;
- Results oriented;
- Interest based approach to problem-solving;
- Collaboration skills;
- Time management and organizational skills;
- Flexibility and adaptability;
- Integrity; and
- Commitment to organization's values.

**Salary Range:**

\$50,000 – \$54,000. This is a permanent full time position (35 work hours per week).

**General Working Conditions:**

This is a permanent full time position (35 work hours per week). Normal business hours are Monday to Friday, however this position requires flexibility, the ability to prioritize workload, and the ability to work in a fast-paced environment where demands and deadlines may change with short notice. Working hours must be flexed in order to meet deadlines, and to support many functions/activities that occur outside of the normal business hours. Evening and weekend work will be required.

Please send applications to [humanresources@drpeter.org](mailto:humanresources@drpeter.org)

**COVID-19 Restrictions:**

- The Dr. Peter AIDS Foundation is a long-term care facility that is subject to the Single Site Order (SSO) issued by the Provincial Health Officer in response to the COVID-19 pandemic; and
- Proof of full vaccination status against COVID-19 in British Columbia required.

**Note:** We thank all interested applicants. Regretfully, we are not able to respond to phone calls or emails, and we are able to respond only to those applicants who are being considered for an interview.