



VOLUNTEER MANAGEMENT BOARD COMMITTEE

Ensure that our organization is always staffed with the best and most reliable individuals and that volunteers feel valued and are correctly utilized for the fulfillment of our mission.

Responsibilities:

- Actively recruit, train, schedule and retain volunteers
- Actively recruit volunteers through use of the websites, print media, community calendars, applications, attendance at community meetings and events
- Plan and oversee the logistics of committee operations
- Provide reports to the President 1 week prior to each board meeting
- Present committee decisions/recommendations to the board
- Assign work to committee members
- Ensure committee members have the information needed to do their jobs
- Set the agenda for and run committee meetings

Qualifications or Experience:

- 3-5 years experience of volunteer program coordination or supervision in the non-profit sector
- Proficiency with Microsoft Office Suite required and previous experience with volunteer management software such as Better Impact is a definite asset
- Post-secondary degree/diploma preferred; relevant experience may be considered in lieu of university degree