



# VOLUNTEER COORDINATOR

MVSH Administration Office in Olds, AB



**JOB TITLE:** Volunteer Coordinator (Part-time, eligible for benefits).

**POSITION NO:** MVSH 07 VOLUNTEER (0.50 FTE)

**EFFECTIVE DATE:** As soon as possible.

**SALARY RATE:** As per the MVSH salary schedule.

## MAIN DUTIES:

- Under the direction of the Manager of Human Resources, coordinates the MVSH Volunteer Program.
- Recruits, trains, supports, evaluates and recognizes volunteers to ensure needs are met.
- Liaises and maintains relationships with community stakeholders to increase visibility and ensure future program growth.
- Maintains statistical data and prepares reports.

## CLOSING:

Until a suitable candidate is found.

## FORWARD RESUME TO:

Marie McMullen  
HR Coordinator, Recruitment  
Mountain View Seniors' Housing  
hr@mvsh.ca  
Phone: 403-556-2957 ext 721  
Fax: 587-796-0776

*We thank all applicants for their interest, only those selected for an interview will be contacted.*

## QUALIFICATIONS:

1. Post-secondary education in a related discipline and/or related work experience.
2. Skills in project organization and event planning would assets.
3. Strong interpersonal skills to communicate effectively with staff, residents, family members and government agencies.
4. Understanding of the need for discretion and confidentiality.
5. Creative, innovative and independent thinking skills.
6. Intermediate knowledge of computer programs including Microsoft Office Suite, Adobe and Internet Explorer.
7. Knowledge of information databases and record keeping skills.
8. A flexible, willing, service oriented and positive attitude.
9. Must have a clear and current vulnerable sector check.

Our Vision - We enhance lives by providing quality care and self-sustainable living through innovative leadership.

