



Volunteer Job Description – Volunteer Coordinator

Summary of Position:

The Volunteer Coordinator will provide support for the operations of the Kelowna Fire Museum and Education Centre through the recruitment and management of volunteers and the volunteer program.

Qualifications:

- Willing to gain an understanding of The Kelowna Fire Museum and Education Centre's vision and programs
- Ability to perform several tasks concurrently, time management and organizational skills.
- Ability to manage, network and motivate volunteers.
- Ability to train and maintain confidential information.
- Ability to organize and maintain detailed records; complete necessary paperwork and meet deadlines.
- Ability to perform public presentations; good oral and written communication skills.
- Previous volunteer management experience an asset but not required

Responsible To: Director of Volunteers & Donor Relations

Primary Responsibilities:

- Recruit new volunteers through community outreach and free advertising opportunities.
- Interview applicants and train new volunteers.
- Create and fill schedules for organizational needs, including development of job descriptions.
- Hold regular volunteer meetings to discuss upcoming events and ongoing activities.
- Ensure coverage is provided for special events and typically attend those events. For large events, coordinator may create separate committees.
- Schedule volunteers to represent the organization at expos, seminars and other community programs.
- Maintain a volunteer database and keep track of individual volunteer activities.
- Recognize volunteers for special achievements and ongoing commitment including organizing and hosting one annual volunteer appreciation event.
- Publish a monthly article detailing volunteer activities and recognizing volunteers for special achievements.
- Recommend changes that would improve the volunteer program.

Training Provided: Orientation to the facility and regular meetings with the Director of Volunteers & Donor Relations to plan activities, monitor progress and provide data, background information and problem-solving support.

Benefits of Volunteering:

- Make new community contacts.
- Gain community recognition for professional pro bono work.
- Recognition and appreciation according to the Kelowna Fire Museum and Education Centre's Volunteer program.

Time Commitment: minimum 6 hours per week, schedule is flexible

Length of Commitment: minimum 1 year

Grounds for Termination:

- Failure to carry out assigned responsibilities
- Misrepresenting the Society or its policies
- Breach of confidentiality

Contact Person: Director of Volunteers & Donor Relations

Date Revised: September 2010