

**JOB POSTING**

**Volunteer Services Coordinator**

**Permanent Fulltime Position**

**Salary Range: $41,061 - $55,654 annually with extended health benefits**

**35 hours per week**

**8:30 – 4:30 pm, some evening and weekend work will be required**

Canadian Mental Health Association – Edmonton Region is a ‘go to’ non-profit organization that envisions mentally healthy people in caring communities. We increase awareness and understanding of mental health, mental illness, recovery and suicide prevention through education. We support resilience and recovery of people in distress and those affected by mental illness or suicide by providing crisis intervention; suicide grief and family support; safe, long-term and affordable housing; peer support; advocacy and wayfinding; and meaningful volunteer opportunities.

The Volunteer Services Coordinator manages volunteer resources to assist in the delivery of the agency’s programs and services. This includes managing volunteers, and/or providing guidance, support, resources and tools to staff who supervise volunteers. Volunteers provide service on the Distress Line; Peer Support, Education, Administration, Housing Services, Bingos and Casinos.

The incumbent will have a genuine interest in mental health promotion and volunteerism. Training and support will be provided. Start date as soon as possible.

**Responsibilities:**

* Managing the volunteer program (recruitment, screening, development, engagement, evaluation and recognition)
* Liaising & providing support with all areas of the organization using volunteers
* Manage and support gaming activities (monthly bingos and periodic casinos)
* Record keeping, data collection, creation of monthly and annual reports on volunteerism in the agency
* Actively uses current trends in volunteerism to inform the volunteer program
* Contribute to annual funding reports and grant applications

**Desired Qualifications**:

* Post secondary certification in volunteer or human services management or administrative services
* Commitment to volunteerism and mental health promotion
* Strong co-ordination and organizing skills
* Strong interpersonal, oral and written communication skills including superior phone & email etiquette
* Computer skills needed across multiple platforms
* The ability to work independently and contribute to the team
* Self-aware and proactive about self care and work responsibilities

Forward your resume to [hr@cmha-edmonton.ab.ca](mailto:hr@cmha-edmonton.ab.ca) **Application deadline May 31, 2017** Only those candidates selected for an interview will be contacted. Thank you for your interest in Canadian Mental Health Association-Edmonton Region and our programs.