

JOIN OUR TEAM



Volunteer and Community Support Services Coordinator

Permanent Part-Time - 30 hours a week

\$30.99 - \$36.46/hour

benefits available first day of work
generous vacation, paid time off
professional development days & PD dollars
HOOPP pension optional

Why Community Health?

With 70 exceptional staff and 100 amazing volunteers, we have made a difference every day to our clients, rural communities, and to each other. At our Centre, we demonstrate strong values with a strategic focus to reimagine how our care and services improve equitable health and well-being outcomes. And, as a team, we remain committed to co-creating a meaningful, healthy, inclusive, and compassionate workplace.

Make a Difference in Community Health!

Posting Closes December 31, 2024

Send resume by mail or e-mail to:
Human Resources dthomas@wehc.on.ca
West Elgin Community Health Centre
153 Main Street, West Lorne, ON, N0L 2P0

wehc.on.ca



**West Elgin
Community
Health Centre**

Caring for you since 1994

Primary Responsibilities:

The Volunteer and Community Support Services (CSS) Coordinator is responsible for Centre-wide volunteer services including the recruitment, onboarding, engagement, retention, and scheduling of volunteers and student placements. This position also oversees the CSS programs with the Life Enrichment Program Lead, the CSS/AL Administrative Assistant and the Transportation Drivers reporting to this role.

What Do you Bring to the Position?

- * Post-secondary degree, diploma or certificate in a field related to seniors and/or adults with disabilities.
- * Minimum of five years' experience working with seniors and / or adults with disabilities in a community setting.
- * An appreciation of living in rural communities and potential challenges and resources available.
- * Minimum of three years' experience in a leadership role. Experience leading and engaging volunteers. Volunteer coordination formal training preferred.
- * Event planning experience an asset.
- * Current CPR/First Aid, and Food Handling certificates.
- * Willingness and ability to travel where public transportation is not available is required.
- * Experience in finances / budgets, data entry / electronic charting.
- * Flexibility to work evenings / weekends as needed.
- * Verification of full Covid-19 vaccination status (minimum 2 doses) or verified medical exemption.
- * As we support vulnerable client populations, the successful candidate will submit a vulnerable sector police clearance as a condition of employment.



*The Centre is committed to a respectful, diverse, accessible and inclusive work environment.
We encourage and welcome applications from persons with disabilities and
a broad range of cultural, ethnic, racial and gender identities and expression.
Reasonable accommodation will be provided in all phases of the recruitment process.*