



2018 Order of MB Recipient

Volunteer Coordinator

Are you ready for job like no other?

West Broadway Youth Outreach (WBYO) is a non-profit organization, located in the heart of Winnipeg's inner-city. WBYO strives to give equal opportunities to all Winnipeg youth, in achieving their infinite potential.

The Position:

Job-Type: Full-time (35 hrs/week), 18 month term

Salary: starting at \$14/hr

Commences: Once a suitable candidate is found

West Broadway Youth Outreach is searching for a full time Volunteer Coordinator. This role is currently funded by a Winnipeg Foundation grant on a pilot basis. The Volunteer Coordinator is responsible for facilitating relationships between staff, volunteers, clients, and donors. The Volunteer Coordinator will be accountable for being knowledgeable of the needs, community trends, issues and resources in volunteerism, to best support Agency program staff with the recruitment, screening and engagement of new volunteers according to best practice standards. The Volunteer Coordinator is responsible for stewarding group volunteering, including corporate groups. The Volunteer Coordinator will work along side the Director's Assistant in completing general WBYO administrative tasks, organizing major fundraisers, supporting program coordinators and volunteers during program times and the day-to-day maintenance of the center. Reporting to the Director, the successful candidate will demonstrate a strong awareness of and commitment to agency policies and procedures, while communicating if there are any barriers preventing you from performing your job as effectively as expected.

Candidate must be flexible with setting days/times except for when there are time sensitive responsibilities or events.

Weekends or other days of the week dependent on calendar of events.

Successful applicants will be able to balance administrative tasks while engaging with the most incredible group of kids and volunteers! The successful candidate comes with attributes of being:

- Hardworking
- Energetic
- Reliable
- Fun Loving
- Flexible
- Organized
- Ability to work assertively and independently
- Excellent communication skills
- Adept with interpersonal skills

Assets:

Currently Enrolled in High School/University/College or have a degree/diploma in a related field (Education, Child Care, Recreation, Psychology, Social Work, Sociology etc..)

Class 5 Driver's License

First Aid CPR

Non-Violent Crisis Intervention Certification

Knowledge of Inner-City Issues

Experience living in the West Broadway area

We invite all persons interested to apply. Please send a cover letter and resume to the email address listed on www.westbroadwayyouthoutreach.com We will contact only those being considered for an interview.