



If you are looking for a rewarding career that's makes a real difference in people's lives, look no further.

Volunteer Services Coordinator

Palliative Manitoba is looking for an individual to work 18.5 hours per week (as part of a job-shared position with another individual who works 18.5 hours per week) for a 6-month term position, with the possibility of extension. The Volunteer Services Coordinator is mainly required to recruit, train, coordinate, and direct volunteer services while committed to the goals and objectives of Palliative Manitoba. Palliative Manitoba is currently funded by The United Way of Winnipeg and the Winnipeg Regional Health Authority (WRHA) Palliative Care Program.

QUALIFICATIONS:

EDUCATION AND TRAINING

The Volunteer Services Coordinator ideally will have a post-secondary education or a combination of experience and training in volunteer management. Supervisory skills and computer proficiency is required to effectively coordinate volunteers. Knowledge of palliative care is an asset.

SKILLS

COMMUNICATION – Verbal and written communication appropriate to differing audiences and situations, from presentation, written and verbal methods.

INTERPERSONAL SKILLS – The ability to work as a team member and to build relationships based on trust and common goals with a diverse group of individuals and community organizations, government representatives, members of the media and the general public.

INTRINSIC ORGANIZATIONAL COMMITMENT/PROJECT MANAGEMENT – Self-motivated and committed to excellence of achieving goals and objectives that reflect Palliative Manitoba's Vision, and Mission, including the ability to manage projects.

ADAPTABILITY/FLEXIBILITY – Ability to modify style and approach in changing environments, activities and people in order to achieve specific objectives.

STRESS MANAGEMENT – Ability to cope with, deal with and resolve effectively difficult and/or emotional situations.

MENTORING AND FACILITATION – Manage, coordinate, and facilitate the achievement of personal and organizational goals from volunteers.

TECHNICAL COMPETENCIES

COMMUNITY RESOURCING – Knowledge of community networks, available resources and methods of communication addressing perceived needs.

COMPUTER SKILLS – Ability to use various computer programs, software and systems to complete work, tasks and projects (E-mail, internet, databases, word procession, etc.).

ASSESSMENT SKILLS: The ability to take an appropriate history and assess individuals to determine the most appropriate role for volunteers at Palliative Manitoba.

Valid driver’s license and access to a vehicle.

EXPERIENCE

The Volunteer Services Coordinator will ideally have 2-4 years of prior experience in volunteer management, preferably in the not-for-profit sector. Experience in group facilitation is essential.

Light physical energy is required with materials of 11-50 pounds, to set up and transport material, resources and education program supplies.

Applications will be accepted up until 4:00 pm on Friday, April 6, 2018 and needs to include:

Cover Letter

Up to date Resume

2 references

Please send to: palliativemanitobajobs@gmail.com

Applications that do not have all of the required elements will be considered incomplete and may be screened out of the competition.

We thank all applicants, however, only those to be considered for an interview will be contacted.