



## Volunteer Coordinator

One year contract – part-time

Apply by: April 20, 2022

As part of the **Canada New Horizons for Seniors program**, The Canadian Clay & Glass Gallery is looking for a Volunteer Coordinator.

This position is 2 days a week, for a one-year contract.

We are looking for a detail-oriented person to help us recruit and train new volunteers and keep a database with people's contact information and skillsets. In addition, the coordinator will match volunteers with opportunities at the Gallery, set up their schedules, and keep them informed of upcoming events. This is an excellent opportunity for a senior person (50+, retired or semi-retired).

The ideal candidate will have a passion for volunteer work. The coordinator will work to understand and embrace the values of the Gallery, impart those values to volunteers and ensure the wellbeing of our volunteers in their positions. The candidate should have a warm and friendly personality and understand and respect the importance and value of our volunteers.

Volunteering opportunities at the Gallery include gift shop assistant, docent, event planning, reception desk and more.

Key responsibilities:

- Recruit, train and supervise new volunteers
- Collect volunteers' information and skillsets, availability and maintain a database up-to-date
- Help develop a marketing campaign for recruitment of volunteers
- Keep new and existing volunteers informed about the Gallery and its values
- Match new volunteers with Gallery opportunities and ensure they get the proper training
- Organize and lead volunteer training sessions
- Keep volunteers' schedules, roles and duties
- Make sure volunteers follow the Gallery's Human Resources and Health and Safety policies
- Ensure volunteers convey to the public the Gallery's purpose and values
- Organize learning activities for the volunteers



Requirements:

- A degree in Human Resources, Management, Teaching or related field
- Experience in volunteering
- Retail experience is an asset
- Excellent communication and interpersonal skills
- Excellent organization and team-building skills
- An interest in the arts and their importance in society

**To apply send the following before April 20, 2022:**

- A cover letter
- CV (maximum 3 pages)

By email in one PDF document at:

[director@theclayandglass.ca](mailto:director@theclayandglass.ca)

- For information, Denis Longchamps, Executive Director at 519-746-1882 x: 231

Job Equity: The Canadian Clay and Glass Gallery is an equal opportunity employer. We welcome diversity in the workplace and encourage applications from all qualified candidates, and particularly welcome applications from women, visible minorities, people with disabilities and Indigenous people.