

This document has the Job posting available in 5 languages - [1]

1. English
2. Hindi
3. Spanish
4. Malayalam
5. Arabic

English -

Job Title: Volunteer Coordinator (Volunteer Position)

Organization: Overbrook Community Association (OCA)

Location: Overbrook, Ottawa, ON (In-person or Online or Hybrid)

Type: Volunteer position, (Part-Time) [2]

Reports To: OCA Board of Directors

Position Overview:

The Overbrook Community Association (OCA) is looking for an organized and community-oriented Volunteer Coordinator to support the community's volunteering needs. In this role, you'll help engage residents and advance community involvement in Overbrook by recruiting, supporting, and retaining a diverse group of volunteers. The Volunteer Coordinator will work closely with OCA members to identify needs, match volunteers with projects, and ensure an enriching experience for everyone involved. While also coordinating with various organizations to help spread the message broadly for recruiting and upcoming events. This is a great opportunity to make a positive impact in the Overbrook community in Ottawa.

Key Responsibilities:

- **Recruitment and Onboarding:**
 - Collaborate with OCA secretariat and project coordinators to identify volunteer needs for the upcoming projects and post volunteer opportunities.
 - Recruit new volunteers to support community initiatives through the use of social media and numerous local volunteering organizations.
- **Volunteer Management:**
 - Serve as the primary contact for all volunteers and support them in their roles.

- Schedule and coordinate volunteer activities and project assignments.
- **Retention:**
 - Develop strategies to retain volunteers and foster community spirit.
 - Track and appreciate volunteers' achievements and hard work to promote a safe and healthy volunteering environment.
- **Record-Keeping and Reporting:**
 - Maintain accurate volunteer records, including hours contributed and feedback.
 - Prepare reports on volunteer impact and involvement to share with the OCA board.
- **Community Engagement:**
 - Represent OCA at community events and build partnerships to strengthen volunteer recruitment.
 - Help promote OCA programs and activities to increase community participation.

Qualifications:

- Prior experience in volunteer coordination/volunteering, community outreach, or related fields.
- Prior experience in working with young people, ages 15 to 25, in volunteer projects.
- Strong organizational, interpersonal, and communication skills.
- Ability to work both independently and as part of a team.
- Familiarity with software/socials (e.g., Microsoft Office, Google Workspace, Facebook and Instagram).
- Flexible schedule with availability for occasional OCA meetings and events.

What We Offer:

- The opportunity to make a meaningful impact in the Overbrook community.
- Skill-building opportunities and experience in volunteer management.
- We are currently working on funding arrangements for stipend of this position. Please advise on monetary expectations with your introductory letter.

How to Apply:

Please send your resume to Melanie Stafford (melanie@overbrook.ca). We look forward to hearing your awesome ideas for strengthening our Overbrook community volunteering network!
