



JOB DESCRIPTION

Job Title:	Volunteer Recruitment Officer
Reports To:	Society President
Type:	Volunteer

Summary:

The Volunteer Recruitment Officer ensures that the volunteer journey from recruitment to induction, compliance, rostering, conflict management and exit are completed with the end result of well matched, placed and supported volunteers in relevant SCA Inc project teams. Implements and provides guidance related to volunteer recruitment processes and policies, develops and maintains a volunteer skill register, and works with other corporate officers and leaders to define resource needs and match candidates. Relies on extensive experience and judgment to plan and accomplish goals. Reports to the Society President.

Essential Duties and Responsibilities *include the following. Other duties may be assigned:*

Develop and maintain volunteer recruitment management policies, procedures, and standards as they related to SCA Inc.

Consults with the Officers and Board of Directors and reviews project proposals to identify staffing requirements for accomplishing outcomes.

Recruiting and supporting new volunteers. Collecting volunteer information, availability, and skills, and maintaining an up-to-date database.

Matching volunteers to opportunities that suit their skill sets, and ensuring they understand their responsibilities and receive the proper training.

Work with the Communications and Social Media Officers to keep new and existing volunteers informed about volunteer opportunities.

Coordinates volunteer activities for SCA Inc., and when applicable with external partner staff, to ensure goals and requirements are met.

Prepares project status reports and keeps the Board of Directors, and others, informed of volunteer resourcing status and related issues.



Qualifications:

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Educational Experience:

Relevant qualifications and/or demonstrated experience in the volunteering sector or previous community development experience.

Communication Ability:

Ability to effectively present information and respond to questions from groups of officers, Society Members, and the general public. High-level interpersonal skills, with a demonstrated capacity to work collaboratively with others and exercise influence in a diversity of contexts

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals and policy statements.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Computer Skills:

To perform this office successfully, an individual should have knowledge of database management, word processing, spreadsheet, and the internet. Microsoft suite preferred.

Certificates and Licenses:

Human Resources or Community Development qualifications desired.

Supervisory Responsibilities:

The office will involve indirect supervision of project volunteers.

Work Environment:

Projects will be undertaken in a non-centralized virtual environment.
