



Grand River Community Health Centre

POSITION: Volunteer Assistant

STATUS: Permanent Part-time - 2 Days per Week

DEPARTMENT: Health Promotion

POSTING DATE: February 27, 2024

Position Summary

The Volunteer Assistant is a key support to the efficient day-to-day operations of the volunteer program. The Volunteer Assistant will assist with identifying volunteer needs for various programs and activities, develop new volunteer position descriptions, update and maintain staff and volunteer training materials for volunteer software, update and maintain volunteer data and volunteer software data, support staff supervisors in volunteer training and assist with volunteer evaluation and recognition.

Requirements:

- College diploma in volunteer management, non-profit administration, health, human services, or social services field or an appropriate combination of education and relevant experience
- Certificate in volunteer management preferred
- 1-3 years experience working with volunteers in a community setting
- Healthcare experience is an asset
- Demonstrated ability for problem-solving, analysis, evaluation, implementation and follow-up of decisions
- Flexibility to work day and evening shifts

A competitive salary and benefits (including HOOPP) are offered.

Employment is conditional upon having had a full series of COVID-19 vaccinations

To pursue this opportunity, please send your resume and covering letter to Human Resources, at resumes@grchc.ca. All applications must be submitted no later than March 13, 2024. We appreciate your interest, however, only those invited for an interview will be contacted.

The Grand River Community Health Centre is an equal opportunity employer, committed to employment equity and diversity in the workplace. We welcome applications from women, members of racialized groups, visible minorities, Indigenous persons, persons with disabilities, persons of all sexual orientations, and persons of any gender identity or gender expression.

To ensure there is an equal opportunity during the recruitment and selection process, Grand River Community Health Centre provides accommodation for applicants with disabilities upon request.