



Osteoporosis Canada

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## **PART-TIME VOLUNTEER COORDINATOR**

Come work with our team of enthusiastic employees and volunteers in a fun and supportive environment. If you want the opportunity to hone your organizational, interpersonal and networking skills and love the idea of working for a small, dynamic health charity, we may have the perfect job for you.

Osteoporosis Canada (OC), a registered charity, is the only national organization providing services to people who have, or are at risk for, osteoporosis. OC is a volunteer-driven organization that works to educate, empower and support individuals and communities in the risk reduction and treatment of osteoporosis.

Employment at OC is an opportunity to participate in a vibrant organization supporting an increasingly widespread population of people living with osteoporosis. We have many Chapters across the country and a passionate patient voice that keeps us well grounded in our mission.

Here's your opportunity to join our National team. We are seeking a part-time **Volunteer Coordinator** for our Alberta Chapter. The successful candidate will be responsible for recruiting, coordinating and directing volunteer services committed to the vision, goals and objectives of Osteoporosis Canada.

The Coordinator will be employed for a 6 month contract and will work an average of 10 hours per week.

### **Responsibilities:**

- Communicate with Chapter Executive Committee and staff in order to assess and accurately determine upcoming volunteer needs
- Develop, review and update volunteers' job descriptions as required
- Recruit new volunteers throughout the year and ensure contacts of returning volunteers are maintained and continued
- Respond to indications of volunteer interest and on-line applications within the province
- Investigate/participate in activities involving volunteer development and coordination in other areas of Alberta, as required
- Ensure that all processes meet privacy requirements while supporting effective volunteer screening and placement practices
- Establish and maintain an accurate, current database of all volunteers, their interests, specialty skill sets and availability
- Coordinate volunteer training and orientation with assistance of the Chapter Chair and Educator

- Maintain all OC policies related to volunteer coordination, enforce volunteer codes of conduct as necessary
- Coordinate volunteer appreciation activities, rewarding them appropriately and doing other forms of appreciation throughout the year (such as during Volunteer Recognition Week)
- Assist Educator in organizing volunteers for health fairs, support group meetings, public forums, etc. as required
- Assist Fund Development Chair with coordinating volunteers for special events such as the charity casino
- Serve as agency liaison where Volunteer Coordination is the focus. Network with other non profit agencies (such as Volunteer Calgary, Volunteer Share) in order to start new initiatives, plan events, volunteer appreciation and get updates

**Qualifications:**

- Minimum of two years volunteer management experience or equivalent education in a non profit setting
- Excellent organizational skills
- Ability to motivate, interact with and recruit a diverse range of individuals for volunteer work with Osteoporosis Canada, Alberta Chapter
- Excellent verbal and written communication skills
- Excellent computer skills
- Ability to travel to other locations in Alberta as required to fulfill volunteer coordination duties

**Training Required**

- Complete orientation to OC, with special attention to policies related to volunteer coordination
- Participation in Health Educators Training

There is the opportunity for the successful candidate to work from home on a flexible schedule. Home office capabilities are required.

**INTERESTED CANDIDATES SHOULD SUBMIT A COVER LETTER AND RESUME BY SEPTEMBER 9, 2011 TO [alberta@osteoporosis.ca](mailto:alberta@osteoporosis.ca), ATTENTION LORETTA BROWN, CHAIR**

For more information about Osteoporosis Canada, please visit our website at [www.osteoporosis.ca](http://www.osteoporosis.ca).

We thank all applicants for their interest, however, only those selected for an interview will be contacted.