



205 Holton Avenue South --- Hamilton, Ontario --- L8M 2L8

www.micahhouse.ca --- 905-296-4387

Micah House Refugee Reception Services Inc.

Job Title: Volunteer Coordinator (part-time)

Micah House welcomes newly arrived refugee claimants to Hamilton with God's love by providing safe shelter, settlement assistance and creating passages into the community.

Job Synopsis: The volunteer coordinator is primarily responsible for overseeing all aspects of the volunteer program to ensure the effective recruitment, training, scheduling, and retention of volunteers. The volunteer coordinator also facilitates the collection, intake and distribution of household and furniture donations.

Job Details: part-time, flexible schedule with occasional evenings and weekends.

Location: The role primarily requires an on-site presence with some remote work flexibility.

Application Deadline: June 7, 2024

Start date: July 15, 2024

Term Length: One year, with potential of extension, dependent on funding

Reports to: Executive Director

Qualifications:

- Excellent communication skills, both written and verbal.
- Strong organizational and multitasking abilities.
- Ability to work well with diverse groups of people.
- Previous experience in volunteer management or coordination preferred.
- Proficiency in basic computer skills and office software.
- Knowledge of recruitment and retention strategies for volunteers.
- Ability to handle sensitive information with confidentiality and professionalism.
- Flexibility to work evenings or weekends as needed for events or volunteer activities.
- Bachelor's degree in a relevant field preferred, but not required depending on experience and other qualifications.
- Willingness and ability to sign Micah House's Statement of Faith

Key Responsibilities:

- Develop recruitment strategies to attract a diverse pool of volunteers
- Review and screen volunteer applications, conduct interviews, and perform background checks to ensure that volunteers are a good fit
- Plan and facilitate orientation sessions and training sessions to equip volunteers with the knowledge and skills needed to succeed in their roles.
- Manage volunteer schedules to ensure adequate coverage for various programs, events, and projects.
- Provide ongoing support, guidance, and supervision to volunteers, including delegating tasks, resolving conflicts, and fostering a positive volunteer experience.

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- Maintaining regular communication with volunteers through email, phone calls, meetings, and newsletters to keep them informed about upcoming opportunities, events, and organizational updates.
- Implement recognition and appreciation initiatives to acknowledge volunteers for their time, dedication, and contributions to the organization.
- Coordinate donation receiving and inventory

Salary and Benefits: This is a part-time role at 20 hours a week, \$22/hour. This is a 12-month term position which does not qualify for benefits.

The job offer is contingent upon the successful candidate possessing a clear Vulnerable Sector Check (VSC). Applicants must provide evidence of a clear VSC as part of the hiring process.

Application: Interested applicants can send their cover letter and resume to: info@micahhouse.ca. Any questions can be sent to Stephanie Schreuders, Executive Director, at the same email.

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