



the hospice hub

connecting end of life care

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Volunteer Coordinator

The Volunteer Coordinator position at The Hospice Hub is a key role. The Hospice Hub is fuelled by volunteer energy. Volunteers make up our management pool, our workforce, our champions and our compassionate caregivers. As volunteers we are The Hospice Hub's most important resource. Hence, this role is essential. The Volunteer Coordinator works closely with all of the other volunteer program leads and reports to the Volunteer Executive Director.

If you are passionate about making a difference in the lives of others, consider joining our dynamic and committed team as the Volunteer Coordinator.

Key Responsibilities:

- **Volunteer Recruitment:** Identify, recruit, and onboard new volunteers to join our team. Anticipate upcoming needs and gaps
- **Training and Support:** Coordinate training sessions to equip volunteers with the necessary skills and knowledge.
- **Volunteer Management:** Schedule, monitor, and support volunteers to ensure they are engaged and effective in their roles; work with the Bereavement, Home and Organisational Support leads to identify and match volunteers to specific roles.
Communication: Serve as the primary point of contact between volunteers and The Hospice Hub ensuring clear, timely and consistent communication.
- **Event Planning:** Assist in organising volunteer appreciation support, learning and appreciation events and other activities that foster community, recognition and skill building
- **Data Management:** Maintain accurate records of volunteer contact information, participation, hours, and feedback

Skills and Qualifications:

- Effective time manager - able to track and prioritise tasks, meet deadlines and balance responsibilities
- Skilled communicator - able to convey information clearly and effectively, both verbally and in writing.
- Team player with experience building and maintaining positive relationships with various stakeholders, including volunteers, subscribers, and the community.
- Excellent organisational skills and detailed oriented ensuring accuracy and thoroughness
- Experience or familiarity with Google Workspace, MS Office
- Experience in volunteer management or a related field
- Self-motivated, eager to contribute; take initiative
- Compassion and dedication to our mission.

Time Commitment: This role requires a commitment of at least 8 hours per week. This position has the potential to become a paid position and grow as the organisation grows.

How to Apply: If you're interested in this rewarding opportunity, please email volunteer@thehospicehub.ca with your resume and cover letter.