

## **Job Posting: Volunteer & Student Intern Coordinator (Part-Time, In-Person)**

**Organization:** BGC East Scarborough

**Location:** Scarborough, ON

**Reports To:** Senior Manager, Strategic Partnerships & Resource Development

### **Position Overview:**

BGC East Scarborough is seeking a dedicated and organized **Volunteer & Student Intern Coordinator** to oversee the recruitment, training, and placement of volunteers and student interns. This role supports our mission and mandate by fostering meaningful connections between volunteers, interns, and agency programs. This is a **part-time, in-person position** with the flexibility to establish a working schedule, subject to approval by the Senior Manager.

### **Key Responsibilities**

#### **Supervision & Coordination of Volunteers and Intern Placements (80%)**

- Develop relationships with community organizations to recruit volunteers.
- Manage the full lifecycle of volunteer involvement: recruitment, orientation, monitoring, recognition, and evaluation.
- Collaborate with agency program supervisors to meet program volunteer needs.
- Plan, implement, and assess volunteer training initiatives.
- Coordinate with colleges and universities to place student interns.
- Support student interns and field educators through intake and placement processes.
- Facilitate staff in creating optimal learning opportunities for student interns.
- Maintain accurate documentation for all volunteer and intern activities.
- Provide professional references for volunteers and student interns.
- Engage in projects to maximize the impact of volunteer and intern contributions.

#### **Community Relations (10%)**

- Enhance the agency's visibility by participating in relevant community events.

#### **Organizational Responsibilities (10%)**

- Attend regular supervision meetings and participate in self-evaluations.
- Maintain statistical data and participate in service evaluations.
- Ensure compliance with agency policies, including maintaining vulnerable sector checks, immunization records, and certifications such as First Aid & CPR.
- Complete mandatory training (e.g., HIGH FIVE Principles of Healthy Child Development).
- Work flexible hours as needed.

## Qualifications

### Education and Experience

- College/Associate Degree in a social services-related field.
- Certification in Fundamentals of Volunteer Management.
- 1–3 years of experience with the Volunteer Retention Cycle.
- Current First Aid & CPR certification.

### Knowledge and Skills

- Excellent communication, interpersonal, and organizational skills.
- Familiarity with background/police record check processes.
- Experience with Salesforce is an asset.

### Working Conditions

- Potential exposure to vicarious trauma related to volunteer and intern experiences.
- Physical requirements include standing, walking, sitting, lifting/carrying up to 30 lbs., and climbing up to 3 feet.

**Job Code:** V&SIC

**Contract period:** One Year

**Hours of work:** 2.5 days per week

**Please submit resume to the:** pc@esbgc.ca

**Expire date:** Jan 31<sup>st</sup>, 2025

Thank you for your interest. Only applicants selected for an interview will be contacted; The BGC East Scarborough is committed to the principles of employment equity and encourages applicants from all Human Rights protected groups. We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance during the application process.