

Coordinator: Senior Services Volunteer

CHILLIWACK, BC, CANADA .
PART-TIME . AUGUST 11, 2025

Description

Part-Time - 28 Hours/Week

Position Summary:

Build relationships with volunteers and organizations who serve Seniors in the Chilliwack community. Connects diverse volunteers to community work with Seniors and increases the awareness and understanding of the importance of volunteers within Seniors Services. Develops and implements recruitment, training, evaluation, scheduling and recognition, of volunteers. Builds capacity within the CCS Senior Services volunteer program.

Qualifications:

Education, Training and Experience:

- Minimum of 2 years of directly related experience in volunteer/human resources administration and/or program coordination in the non-profit sector.
- Minimum of college diploma in volunteer/human resources administration or related field.
- Knowledge of the Canadian Code for Volunteer involvement
- Demonstrated understanding of the volunteer management cycle.
- Equivalent combinations of education and experience may be considered.

Job Skills and Ability:

- Must be people oriented, outgoing, dynamic and resourceful.
- Excellent communication, organizational and problem-solving skills.
- Excellent relationship building and interpersonal skills
- Attention to detail and time management skills
- Extensive computer and group facilitation skills required.
- Working knowledge of the volunteer management cycle.
- Ability to make optimal use of Social Media.

Key Duties and Responsibilities:

1. Plan and implement appropriate public awareness and marketing initiatives to promote volunteer involvement within the senior services community.
2. Build relationships with other senior service organizations, agencies, the business community and community volunteers, developing strength within agency and partner connections and creating a strong climate of volunteerism.

3. Recruit, interview, train, evaluate, schedule, and recognize volunteers. Develop volunteer position descriptions, templates, evaluations, and training tools.
4. Coordinate training and development opportunities for volunteers and coordinators of volunteers who work in senior services programs in Chilliwack.
5. Track, input into relevant databases, and report on volunteer statistics and data.
6. To provide ongoing evaluation and assessment of the program and services, and to work to improve and maintain a quality service. Provide annual report summary on the relevant aspects of the program's performance and quality improvement strategy.
7. To maintain professional growth to keep up-to-date on trends related to the responsibilities of the position.
8. Complete all mandatory learning requirements.
9. To perform other related duties as may be assigned.

General:

- Wage rate as per BCGEU Collective Agreement, Volunteer Coordinator, Grid Level 12 - \$29.17 per hour plus health and dental benefits.
- This position requires Union membership.
- This position is open to all persons.
- This position requires successful completion of a criminal record check.
- This position reports to the Senior Services Coordinator

Please apply for this job opportunity thru our website:

<https://www.comserv.bc.ca/careers/>

Please mention the name of the job position you are applying for in your cover letter.

NO phone calls. Only short listed applicants will be contacted.

Closing Date: 12:00 Noon, August 25, 2025