

# Job Opportunity



## Why the Y?

The YMCA of Southwestern Ontario is committed to the development of healthy communities. Our locations, programs and services are designed to help our members and participants grow in spirit, mind and body and are open to people of all backgrounds, beliefs, and abilities.

## At the YMCA

you will feel connected to community, when your work positively influences the lives of others in so many ways.

- you will meet new people, while working at one of the most respected human services organizations in the world
- you will expand your knowledge base, where you can flourish in values-based environment.
- you will have career development opportunities where you build a better future for yourself and others.
- you will experience a rewarding job by helping support the building of healthy communities.

The YMCA of Southwestern Ontario is a multi service, non-profit values-based charity that serves Windsor-Essex, Sarnia-Lambton, Chatham-Kent, London, Middlesex-Elgin, Huron-Perth, and Oxford counties. Our services include: Childcare Services, school age programs, camp programs, health and fitness branches, community programs and newcomer services across the region. Our commitment includes a special focus on the region's children and youth. From the kids in our camps and those participating in soccer and swimming lessons, to youth who are new to our communities from around the world, the Y is committed to helping our next generation to grow and thrive, as healthy individuals and passionate future leaders.

Y not join the thousands of members, employees and volunteers and share our vision of a healthy community?

## Position/Term: Volunteer Program Manager – 1 year contract

**Location:**           Wortley Office, 165 Elmwood Avenue East, London, ON, N6C 0A8  
Hybrid office/work from home

**Start Date:**        October 2021

## Qualifications & Experience:

- Self-starter who is highly organized and deadline oriented
- Proficiency in all aspects of MS Office applications
- Post-secondary education
- Preferred 1 – 2 years in an HR Role, or 2 years internal Association experience
- Reliable transportation to facilitate travel between branches required
- Must maintain a valid drivers license
- Must provide a current Criminal Record Check with Vulnerable Sector Screening as per the Association's policy.

# Job Opportunity



- Candidates must be fully vaccinated against COVID-19 at commencement of the contract.

## **Responsibilities**

- Coach, direct, and support Volunteer Coordinators in all aspects of volunteer and student recruitment, onboarding, and management
- Manage all special event volunteers
- Review and update volunteer and student related processes as per the Association's policies, ensure they are followed by all staff, volunteers, and students
- Ensure expiring volunteer CRCs are renewed in time
- Track and report monthly volunteer and student hours
- Identify opportunities within the community and the Association to increase number of volunteers and students
- Develop and implement marketing strategies to increase the impact of the Volunteer Program.
- Audit volunteer memberships at least twice a year
- Manage the WHY School program including the facilitation of some WHY School sessions throughout the year and region
- Manage confidential information
- Maintains thorough knowledge of Association policies, procedures, programs, and initiatives
- Manage multiple and/or conflicting priorities
- Meet deadlines through exceptional organizational skills and follow-up
- Convey a positive and professional image at all times
- Possesses tact, and demonstrates strong oral and written communication skills
- Work effectively with fellow team members, volunteers and students, Supervisors, Managers, and external parties
- Demonstrates judgement, creativity, integrity, and ability to problem solve
- Effectively handle escalations and sensitive situations with professionalism and calm
- Plan association wide roll out of Volunteer Appreciation Week
- Update Human Resource Manual and volunteer policies as required
- Manage HR Downloads training database for the Association.
- Provide support to the HR department as needed.

## **Compensation/Benefits:**

- A YMCA personal membership at our health and fitness branches
- A discount on our Childcare and Camp programs
- Annual Salary \$40,000 – \$48,000
- Vacation entitlement in accordance with the employment standards regulations

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## Schedule:

- Monday – Friday, occasional weekends and evenings

## To Apply:

1. Please indicate the name of the position in the subject line of the email. Also include specific information detailing how you meet the qualifications we require for this position.
2. Submit your resume to [workformca@sw.ymca.ca](mailto:workformca@sw.ymca.ca)
3. **Deadline for application is September 24<sup>th</sup>.**

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

**The YMCA of Southwestern Ontario is committed to providing a barrier-free environment for all stakeholders including our members/participants, employees, job applicants, suppliers, and any visitors who may enter our premises, access our information, or use our services. As an organization, we respect and uphold the requirements set forth under the Accessibility for Ontarians with Disabilities Act (2005), and its associated standards and regulations.**

Want to know more about us, visit us at: <https://www.ymcaswo.ca/>

<https://www.facebook.com/YMCAofSWO/>