

**Job Description**      **Agency – Volunteer Facilitator****REPORTS TO:**              **HR Manager****Position Summary:**

The position offers the chance for students to directly apply their skills and make a difference improving day to day life stabilisation to people living in poverty and struggling with life challenges. Students will participate in the agency's day to day activities and interaction with participants through volunteer engagement and recruitment. Using knowledge in poverty reduction, community integration, they will work with a team of employees, participants and volunteers to recruit, support and retain volunteers through revamped processes to provide a continuum for agency supports. In addition, they will help in creating daily meaningful activities for volunteers to deliver to those seeking a sense of community and life stabilisation. Education in social services, people living with compromised mental health and addictions is required.

**This position is funded through the Government of Canada Summer jobs program to be eligible to apply you must be between the ages of 15-30.**

This position is a fixed term contract of **16 weeks**. Position will start **May** 2024. Hours of operation are **Monday through Friday 8:30 am – 4:00 pm** with an expected 35 hours of work per week, days of work may vary due to the nature of the position. Rate of pay is **\$18.00** per hour.

As part of the team you will help SMUN meet its program objectives. This position has a variety of responsibilities.

**Responsibilities:**

- The Volunteer Facilitator will work as part of a team to provide practical support, case support and advocacy to agency's participants from a client-centered, trauma informed, harm reduction, anti-oppressive perspective
- Learn how to assess and match skill sets with needed positions
  - Learn all aspects of the agency's programs
- Organizing positions and rotations for continued engagement of volunteers
  - Meet and greet existing volunteers and introductions for new volunteers and recruitment
- Maintaining records and logs of volunteer information and proper follow up records of hours in attendance
- Engage in volunteer appreciation and recognition
- Addressing volunteers with different backgrounds and life styles

**Qualifications:**

- Able to work in a busy and fast paced environment
- Some evening or special event hours may be required
- Excellent interpersonal skills
- Ability to work with individuals living with disabilities, addictions and compromised mental health
- Experience working in a team environment with proven leadership skills
- Demonstrated ability to work independently and with groups
- Demonstrated good organizational and record keeping skills
- Demonstrated good communication skills
- Ability to repeatedly lift 50 pounds

- Self-motivated, cooperative and flexible

**Requirements:**

- Education in or volunteering in a front-line capacity in a community setting
- Education in working with persons facing barriers especially as related to mental health, substance use, and trauma
- Experience in employment services an asset but not required
- Excellent literacy in Microsoft Office Suite (Word, Excel, Outlook)
- Strong written, interpersonal, and oral communication skills in English
- Demonstrated skills in problem solving and decision making under pressure
- Ability to work as a team and on your own with little supervision
- Satisfactory clearance under the Vulnerable Sector Police Check Program
- Must be qualified to legally work in Canada
- Must be between the ages of 15-30

**How to Apply:**

Applicants are invited to email a cover letter and resume with the subject line “**Agency – Volunteer facilitator**” to [hr@startmeupniagara.ca](mailto:hr@startmeupniagara.ca)

SMUN is an equal opportunity Employer. In compliance with AODA, this job posting is available in alternate format upon request. To request disability accommodation, please contact Start Me Up Niagara via telephone at 905 984 5310 ext 107.

*We thank all candidates for their interest in advance.  
Due to volume we will only be contacting those selected for an interview.*