



## Position Overview

To recruit, screen, and manage volunteers to provide client support; solicit and coordinate community donations for clients in the program.

## Responsibilities

- - Recruit, select, screen, orient, and train Young Mothers Inc volunteers.
- - Process background screening for volunteers.  
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- Assign, supervise and evaluate program volunteers and/or assist supervisory staff in this task.
- - Plan and facilitate meetings for clients and volunteers and coordinate activities.
- - Coordinate special activities or projects (i.e. Wendy's collection boxes, volunteer recognition, etc.).  
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- Develop and prepare educational materials for volunteer training and volunteer newsletter.  
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- Represent Young Mothers Inc (YM Inc) and promote programs through outreach activities and networking; solicit donations.  
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- Respond to questions and calls concerning volunteer opportunities with Young Mother Inc.
- - Facilitate meetings with community groups to discuss possible activities and sponsoring for Young Mothers Inc  
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- Maintain files and records as required by program; maintain program statistics and prepare reports.  
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- May assist Development Department with special events.  
- Participate in the quality improvement process.

## Requirements

- excellent communication skills;
- strong interpersonal skills and the ability to deal with a diverse range of people;
- experience of managing or coordinating projects and volunteers (paid and/or unpaid);
- an empathy with volunteers and an understanding of their needs;
- ability to inspire and motivate others;
- a great deal of resilience;
- ability to deal with information in a confidential manner and respond with sensitivity to the opinions of others;
- excellent organizational skills and the ability to manage a wide range of tasks;
- competence with administration and IT, and an ability to maintain records and produce clear written and oral reports;
- experience of working across different sectors and developing links with other agencies;
- flexible and non-judgmental approach to people and work.