



Job Posting: Volunteer Coordinator

ABOUT THE STOP:

The Stop Community Food Centre is at the forefront of dignified, innovative programs that provide access to healthy food; build skills, health, hope, and community; and confront the underlying issues that lead to poverty and hunger. Firmly rooted in the Davenport West and St. Clair West communities of Toronto, our programs include drop-in meals, a food bank, community kitchens and gardens, perinatal and family support, and civic engagement. As we mark our 35th year as an organization, it is not without a certain ambivalence. Thirty-five years of working on poverty is hardly cause for celebration. But 35 years of working to build community, understanding, and connection, and challenging ourselves and the systems that breed inequity, is more than a legacy. It is a way forward.

THE OPPORTUNITY:

The Volunteer Program at The Stop has two key objectives: to recruit, screen, match and place the hundreds of volunteers required to support our diverse programs and fundraising events, as well as ensure that diverse and often marginalized community members and program participants have opportunities to volunteer in a supportive environment. With such a crucial and complex role, the ideal candidate will demonstrate a unique mixture of intuition, tact, diplomacy and humour, as well as an unflinching ability to engage in challenging conversations. The successful candidate will also be organized, strategic, resourceful and creative, able to think and work effectively across sites, programs and differences.

KEY DUTIES & RESPONSIBILITIES:

- Coordinate all aspects of the volunteer program and engagement for all Stop programs
- Recruit and screen potential volunteers and carry out a monthly volunteer orientation
- Provide ongoing assistance to program staff to train and support diverse volunteers
- Establish excellent relationships with volunteers, learn their background and provide ongoing support
- Develop and maintain job descriptions for all volunteer positions
- Revise and up-date the Volunteer Policy and Procedure Manual
- Maintain details of all volunteers on the database
- Prepare an annual program report
- Evaluate volunteers, their placement and their training need
- Build opportunities for volunteers to develop leadership capacity
- Perform a variety of administrative functions

QUALIFICATIONS & SKILLS:

- Relevant post-secondary degree, or equivalent experience, preferably in volunteer management
- Minimum two years work experience in volunteer management, preferably in a social services setting
- Demonstrated experience working with marginalized people and people of diverse cultures and abilities in a community-based setting
- Excellent program planning, team building and supervisory skills
- Strong organizational and analytical skills
- Solid conflict resolution skills
- Adept at communicating effectively with a variety of stakeholders, including staff, community members, volunteers, donors and supporters
- Knowledge of and experience with food security issues and programs an asset
- Second language (e.g. Spanish, Portuguese, Mandarin, Vietnamese) and knowledge of the Davenport West community are assets

Start date: Immediately

Salary: \$43,000-47,000 annually + benefits package

Hours: 37.5 hours per week

Qualified candidates are invited to submit a cover letter and resume through the [Charity Village posting](#) by October 13th at noon. No faxes, emails or phone calls please.

Early submissions are encouraged. Only those applicants being considered will be contacted. Thank you for your interest in The Stop.

The Stop Community Food Centre is committed to employment equity and encourages applicants from equity seeking groups. We regret that only those applicants being considered will be contacted.