



... *Every Child and Youth living life at their full potential.*

At Grandview Kids, we provide family-centred paediatric treatment, rehabilitation services and specialized programs, services and supports to children and youth with communication, physical and developmental needs and their families. We are dedicated to every child and youth living life at their full potential, fostering development, growth and personal achievement for the children and youth, their families and for our staff members. Our team-oriented approach supports our staff to collaborate, share ideas, and work with a variety of professional disciplines in a stimulating environment with an exceptional variety of opportunities in the field of paediatric rehabilitation.

The next three years will be a period of unprecedented growth as we complete a major capital expansion, building a new Grandview.

If you are looking for a career that offers personal and professional rewards, a once in a lifetime expansion project and opportunity and one that makes a real difference and impact in the lives of others, then Grandview Kids is the place for you! We are excited to be accepting applications for the following position:

Volunteer Coordinator - Extended

- *Regular Part time - 18.75 hours/week - may be occasional evenings and weekends*
- *Commencing April 2021*

Under the supervision of Clinical Manager Clinics and Specialized Supports plans, the Volunteer Coordinator is responsible for planning and implementing all aspects of the Volunteer Program of Grandview; providing program direction for the development of the Volunteer Program; promoting effective and appropriate utilization of the Volunteer Program; markets and promoting the Volunteer Program in the community and within the organization; coordinating and administering the program budget, coordinating Human Resource function of the Volunteer Program; liaising with and provides support to the Foundation; maintains communication with all other staff members ; promoting excellence and supporting departmental/organizational efforts in Quality Improvement Program (QIP) activities as required; participates in education, orientation and public relations as required; maintaining a safe work environment; carries out other duties as assigned.

Specific responsibilities include but are not limited to:

- Provides program direction for the development of the Volunteer Program to meet strategic goals and quality standards that conform with practices of other programs/services;
- Promotes effective and appropriate utilization of the program to foster collaboration with stakeholders, including volunteers, clients, staff, physicians, families and external contacts/community agencies;
- Supervises and coordinate the activities and work schedules of volunteers while collaborating with management/program staff to ensure proper orientation, utilization and supervision of volunteers;
- Enhance programs with appropriate use of volunteers and coordinate prioritizing requests for volunteers;
- Coordinates Human Resource functions of the Program through maintenance of job descriptions, development of recruitment and retention programs for staffing to support centre programs, and conducting orientation, training and performance management of volunteers;
- Compiles accurate statistics on volunteer hours and types of services performed;
- Markets and promotes the Volunteer Program in the community through a variety of recruitment strategies to ensure that there are adequate and appropriate volunteer resources;
- Participates in external committees, conferences, fairs and displays promoting volunteerism, enhancing community awareness of the Centre through presentations with local community resources;
- Development of administrative and promotional material including brochures, flyers, newsletters and awareness materials for the promotion of volunteer opportunities at the Centre as well as public service and news releases and announcements for radio, television and newspapers in accordance with Grandview policies;
- Liaises with and provides support to the Foundation by assisting with recruiting volunteers, providing administration support, plan and facilitate annual recognition events for volunteers in collaboration with the Grandview Kids Foundation;

Qualifications:

- Completion of a recognized Volunteer Management Certificate program or equivalent combination of education and experience or;
- Post-secondary degree or diploma in related field;
- You have current Membership in Professional Administrators of Volunteer Resources – Ontario
- Current Membership in Durham Region Association for Volunteer Administration;
- Minimum two years of experience in volunteer management with community organizations, preferably in health care;
- Knowledge of children's rehabilitation services;
- Excellent communication and interpersonal skills;
- Outstanding organizational, time management and problem solving skills ;
- Flexibility to work days/evenings is required;
- Valid driver's license and access to a vehicle;
- Excellent computer skills (Microsoft Word, Excel and PowerPoint);
- Good time management, organizational and interpersonal skills

You are a superior communicator with excellent interpersonal skills, and work effectively with volunteers and all levels of staff, and related community agencies. You have advanced knowledge of Volunteer Management theory and practice and working knowledge of Human Resource Management and a working knowledge of current trends in volunteer management.

You have the ability to work flexible hours outside of normal work hours, and possess a valid Ontario driver's license, insurance and access to a vehicle. You have a deep commitment to family-centred care and a passion for working with others to support children to live life at their full potential.

Please forward your resume and clearly state Job 21.40 by April 26, 2021 at 5:00 pm to:

Human Resources Manager

Grandview Kids, 600 Townline Road South , Oshawa ON, L1H 0C8

Website: www.grandviewkids.ca E-mail: careers@grandviewkids.ca

Grandview Kids aims to be deliberate in our consideration of diversity, defined as differences in race, colour, place of origin, religion, immigrant and newcomer status, ethnic origin, ability, sex, sexual orientation, gender identity, gender expression, and age. Recognizing and valuing diversity and equity must be accompanied by concerted efforts to ensure the inclusion of diverse and underrepresented populations, meaning that individuals must be and feel valued, respected and equally supported. We invite applicants in the above defined areas to apply.

Grandview Kids is committed to complying with all applicable standards as set out in the Accessibility for Ontarians with Disabilities Act, 2005 (AODA). If you have accessibility needs and require alternate formats or other accommodations please contact us.

We thank all applicants. Only those selected for an interview will be contacted.