



JOB POSTING

Manager of Volunteer Engagement

Posting Date: January 5, 2023

Closing Date: when filled

Organizational Overview:

The Alzheimer Society Southwest Partners actively supports families and individuals affected by Alzheimer's disease and other dementias. We advocate for and provide support services, education, and funding for research for those affected by Alzheimer's disease and other dementias.

Our Vision:

A world without Alzheimer's disease and other dementias.

Our Mission:

To alleviate the personal and social consequences of Alzheimer's disease and other dementia's and to promote research.

Our Values:

Collaboration, Accountability, Respect and Excellence.

Position title: **Manager of Volunteer Engagement**

Location: Within the region of Middlesex, Elgin and Oxford counties and remote from home. Travel throughout the region will be required.

Status: Full-Time permanent, 35 hours per week, occasional evening and weekend work required.

About you:

You are an enthusiastic, highly organized person with a passion for working with diverse groups of people, older adults, and those living with dementia or cognitive impairment. You have experience leading a team and a solid background in volunteer management with a demonstrated ability to deliver. You enjoy working with a multi-disciplinary team and can utilize your excellent interpersonal skills to build internal and external relationships.

Position Summary:

Reporting to the Director of Development, the Manager of Volunteer Engagement will provide leadership and oversight to the volunteer engagement functions across the AlzSWP region. This position has primary responsibility for the strategy and execution of volunteer recruitment,

training, and retention activities for the organization. The role will oversee staff responsible for the implementation of AlzSWP volunteer engagement activities. The successful candidate will work with all departments, closely with the client programs and services team, to ensure a strong volunteer workforce is engaged to meet organizational needs.

Duties and Responsibilities

- Always represent the Alzheimer Society in a professional manner, treating all volunteers, clients, partners and staff with respect and dignity and always act in the best interest of the organization
- Lead the development and implementation of a comprehensive volunteer engagement strategy.
- Responsible for the performance and development of the volunteer team (both staff and volunteers).
- Work with Programs and Services team to ensure appropriate volunteer training is delivered for client facing roles.
- Build awareness of AlzSWP's volunteer opportunities throughout the region.
- Volunteer policy development and management.
- In collaboration with Human Resources, deliver Health & Safety program and policy management for both staff and volunteers.
- Work with Director of Development to establish, measure, evaluate and report on key performance metrics for volunteer engagement.
- Establish and maintain system partnerships to build awareness and grow volunteer base.
- Develop and manage annual volunteer engagement budget.
- Participation in and leadership for volunteer team at AlzSWP signature fundraising events.

Evaluations and Other Responsibilities:

- Volunteer Engagement key performance metrics.
- Annual performance review with Director of Development

Required Qualifications:

- Diploma and/or University degree in Non-Profit Management, Volunteer Management or related discipline
- 3+ years of relevant work experience
- Knowledge and experience working with volunteer teams
- Demonstrated ability to plan, coordinate and evaluate programs
- Ability to lead, support and evaluate a multidisciplinary staff and volunteer team
- A demonstrated ability to establish and maintain system partnerships
- Knowledge of current legislation and best practices related to volunteerism
- Excellent interpersonal, communication and organizational abilities
- Ability to work a flexible schedule within regular work hours
- Valid driver's license and access to a vehicle
- Vulnerable Sector Police Check screening required

Preferred Qualifications

- Experience in the non-profit sector

- Previous team leadership experience

Immediate Supervisor:

Director of Development

Indirect Supervisor:

CEO

Working Conditions:

Office Setting / Remote work from home. General office duties, typing, filing, occasional lifting / carrying 25lbs, reaching, bending, walking, sitting, and standing. Freedom of movement throughout the day. Some travel required.

To Apply:

Interested applicants will submit a complete application package including cover letter and resume in .pdf format to: amanda.jahn@alzswp.ca (with the job title listed in the subject line).

All applicants will be screened based on receiving a complete application package and according to the qualifications listed in the posting. We thank all applicants for their interest, only those selected for an interview will be contacted.

Commitment to Equitable Recruitment:

The Alzheimer Society of Ontario recognizes the value and dignity of each individual and ensures everyone has genuine, open, and unhindered access to employment opportunities, free from any barriers, systemic or otherwise. We are dedicated to building a diverse and inclusive work environment, where the rights of all individuals and groups are protected and all members feel safe, respected, empowered, and valued for their contributions.

Our values include **justice** and **connection** and are the guideposts we use for decision-making of all kinds. We believe that this will guide the organization toward a place of inclusion for all - where equity and access to essential supports and services becomes the reality.

We are committed to inclusive, barrier-free recruitment and selection processes in accordance with the Human Rights Code and AODA. The Alzheimer Society of Ontario welcomes those who have demonstrated a commitment to upholding the values of equity and social justice and we encourage applications from First Nations, Inuit and Métis, Indigenous Peoples of North America, Black and persons of colour, persons with disabilities, people living with dementia, care partners and those who identify as LGBTQ2S+.

Infection Prevention and Control & COVID-19 Considerations:

This position will require consistent wearing of proper PPE and completing education in proper Public Health guidelines surrounding PPE and Covid-19 protocols.

The Society requires that you be fully vaccinated for COVID-19, subject to any accommodation obligations you may have under human rights legislation.