



## JOB POSTING

### Volunteer Specialist

**Posting Date:** August 4, 2022

**Closing Date:** August 18, 2022

#### **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:** **Volunteer Specialist**

**Location:** Alzheimer Society Southwest Partners – Elgin Site (450 Sunset Drive Suite 229, St. Thomas with travel required within Middlesex, Oxford and Elgin County) and some remote from home

**Status:** Full-Time, 18-month Contract, 35 hours per week, occasional evening and weekend work required.

#### **About you:**

You are an enthusiastic, highly organized people person with a passion for working with diverse groups of people, older adults, and those living with dementia or cognitive impairment. You have experience coordinating and working with a volunteer team. You enjoy working with a multi-disciplinary team and utilize your excellent interpersonal skills. You are a natural with computers and your written and verbal communication skills are first-rate. You are an enthusiastic, highly organized individual with a demonstrated ability to deliver accuracy and attention to detail in your work. You manage your time well and you are able to problem-solve through challenging situations and unexpected circumstances

# Alzheimer Society

S O U T H W E S T P A R T N E R S

## **Position Summary:**

In this position, the Volunteer Specialist will recruit, screen, coordinate volunteers for programs, in-home recreation, education, events, administration, and fund development activities for the Society. The Volunteer Specialist will also provide feedback and recognition for all volunteers.

## **Duties and Responsibilities**

- Recruit, screen, provide orientation and coordinate appropriate training, feedback and appreciation for all volunteers;
- Monitor volunteers' performance and recommend additional training, as needed;
- Ensure appropriate recognition of volunteers (e.g. Annual Volunteer Appreciation Event, internal and external award nominations, National Volunteer Appreciation Week, etc.);
- Attend quarterly program meetings and follow up with clinical staff as required;
- Attend community events and facilitate presentations to assist in the marketing of volunteer services at the Society;
- Liaise with community partners in conjunction with the program, education, and fund development staff
- Update Volunteer database, to enter all volunteer information, track hours and programs

## **Qualifications:**

- Completed post-secondary education in Volunteer Management and/or Human Resources or equivalent;
- Minimum 2 years experience working in the field of volunteer management
- Interviewing experience;
- Ability to work independently and with volunteers, staff and community partners;
- Experience working with volunteer databases;
- Flexibility to represent the Society at events and programs, some of which occur outside of regular work hours;
- Maintain a high level of confidentiality
- Knowledge of Alzheimer's disease and related dementias;
- Experience working with persons with dementia and/or their families;
- Knowledge and working understanding of Microsoft Suite of software;
- Strong verbal and written communication skills;
- Driver's license with access to a vehicle.
- Valid Vulnerable Sector Police Check screening required;

## **Immediate Supervisor:**

- Manager of Volunteer Engagement

## **Indirect Supervisor:**

- Director of Development

## **Working Conditions:**

Work in office / some 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.

# Alzheimer Society

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## **To Apply:**

Interested applicants will submit a complete application package including cover letter and resume in .pdf format to: [amanda.jahn@alzswp.ca](mailto: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.