

# EMPLOYMENT OPPORTUNITY

## Volunteer Coordinator

### Awo Taan Healing Lodge Society ("Nurturing Families Living in Peace")



Since 1992, the Awo Taan Healing Lodge Society has been providing a cultural wholistic and spiritual based service that prefers a strengths-focused approach to working with families and the community. The model is consistent with traditional Aboriginal healing. The Volunteer Coordinator will oversee volunteer involvement in areas of administration, maintenance, special events, and more. This is a permanent half time position 18.75 hours per week and is primarily administrative.

#### **DUTIES AND RESPONSIBILITIES**

- Plan volunteer programs and identify opportunities for volunteer involvement;
- Recommend policies related to volunteer involvement in an organization; Write role descriptions for volunteers;
- Design orientation programs for volunteers;
- Recruit, interview, select and orient volunteers;
- Develop volunteer recognition programs;
- Make staff members and the public aware of the volunteer program; Educate staff members about working with volunteers;
- Provide support for staff who supervise volunteers or, in some cases, supervise volunteers;
- Evaluate volunteer programs and volunteers;
- Collect statistics and write reports;
- Other duties, as assigned.

#### **SKILLS AND QUALIFICATIONS**

- Post secondary education in a relevant field;
- Excellent communication skills (oral, written, and interviewing);
- Training, coaching, team-building, and leadership skills;
- Planning and administrative skills;
- Marketing skills;
- Conflict resolution skills;
- Computer skills.
- Strong interpersonal, communication, and advocacy skills;
- Strong organizational skills and initiative;

Valid Driver's license and vehicle

Salary commensurable to qualifications and experience

**Closing Date: Until suitable candidate is found**

Please forward cover letter and resume to:

Selection Committee  
Awo Taan Healing Lodge Society  
PO Box 6084, Station A  
Calgary, AB T2H 2L3  
Fax: 403-531-1977  
Email: [awotaan@awotaan.org](mailto:awotaan@awotaan.org)

*Thank you for applying. Only those short listed will be contacted. No phone calls or emails please.*