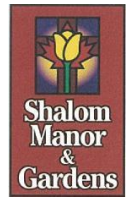


Job Posting - Coordinator of Volunteers



Status: Permanent, Part Time (30 hours/week)

Location: Grimsby, Ontario

Shalom Manor and Gardens is seeking an energetic, entrepreneurial individual to take on the role of Coordinator of Volunteers. Volunteers play a crucial role within the Home, providing over 16 000 hours of annual support and services to our residents. Reporting to the Manager of Programs and Support Services, the Coordinator of Volunteers is a key leader in the organization, and is responsible for the planning and coordination of all volunteer services, in accordance with the Mission, Vision and Values of the Home and the Residents' Bill of Rights.

Qualifications:

- Completion of a community college or university program, including a Volunteer Management Certificate or studies in Volunteer Management
- Minimum 1 year of experience in the health care sector, ideally in a long-term care and/or retirement home environment
- Minimum 1 year of experience supervising volunteers
- Demonstrated proficiency in the use of Microsoft Office, Volgistics, Activity Pro, Point Click Care and Staff Schedule Care
- Demonstrated knowledge of adult education principles and demonstration of same
- Previous experience working with seniors preferred
- The ability to communicate in Dutch is a definite asset

Core Competencies:

- Communication Skills (interpersonal, oral, written)
- Customer Focus
- Decision Making (information gathering, problem solving)
- Creative Thinking and Innovation (analytical/critical thinking)
- Continuous Learning
- Integrity and Ethics
- Negotiating and Influencing
- Self-Management (time, stress, wellbeing)
- Teamwork (partnering)
- Organizational Awareness (insight, judgment, internal/external)
- Change Management
- Mentoring (managing human resources, coaching, leadership)

Working Conditions:

- Work is mostly performed Monday-Friday in an office environment as part of a multidisciplinary team.
- Some evening and weekend work, and travel within the Niagara Region will be required.
- May work non-traditional and/or longer hours on short notice during times of emergency response.
- This position requires a successful vulnerable sector screening and a negative 2-step TB test.

Please apply by **Monday March 5, 2018 at 11:59pm EST.**

Shalom Manor and Gardens welcomes and encourages applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

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

12 Bartlett Avenue, Grimsby, Ontario L3M 4N5 Telephone 905-945-9631 Fax 905-945-1211

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