

ADHD PEI Volunteer Coordinator

JOB DESCRIPTION

EMPLOYER INFORMATION

Name: ADHD PEI

Address: 314 Buell Rd, Mermaid, PE, C1B 0V2

Phone: 902-978-0351

E-Mail: contact@adhdpei.ca

POSITION DETAILS

Job Title: Volunteer Coordinator

Reports to: Admin Team Coordinator; supervisory review of position: midterm. Final review at the end of the term.

Job Location: Primarily Work From Home

Start Date: January 15th, 2024

End Date: Dec 15th, 2024

of Hours: Varied, estimated 3 hours per week

JOB DESCRIPTION

Purpose of position: The events, programs, and advocacy that ADHD PEI is involved with is done through the hard work of volunteers. The Volunteer Coordinator's role is to provide support and guidance to the volunteers, as well as establish and manage the roster of people that have signed up to be volunteers.

Objectives In 2024, the Volunteer Coordinator will update our volunteer interest forms and tracking sheet. They will communicate regularly with the volunteers about upcoming volunteer opportunities.

RESPONSIBILITIES AND DUTIES

- Conduct a comprehensive review of our volunteer forms and update them
- Communicate regularly with our volunteers and come up with ways to show our appreciation of their hard work
- Review and help update the volunteer policy
- Maintain communication with the rest of the organization to come up with duties for volunteers

QUALIFICATIONS / REQUIREMENTS

- Good communication skills
- Personable and professional
- Experience with volunteer management would be considered an asset
- Dependable
- Attention to detail and organization are key skills