



## Volunteer Enrollment Facilitator

*Boys & Girls Clubs Big Brothers Big Sisters of Edmonton & Area is an organization that believes in the promise of all children. Our team works with community volunteers, partners and other supporters to create safe environments for children to be between school and home and to provide caring mentoring relationships for children and youth. Now, more than ever, the kids in our community need us and we are looking for great staff to join our team.*

BGCBigs is seeking individuals interested in the following position:

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**Competition Number: VEF0921 – Volunteer Enrollment Facilitator**

Position(s) Available: One (1)

Status: Temporary, Full-Time contract (37.5 hours per week)

Salary Range: \$42,424-\$47,999 annually

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***The key responsibilities of this position will include:***

- Conducting volunteer enrollment for all agency programs including interviewing, assessing, recommending and supporting volunteers through the process to ensure they find an appropriate volunteer opportunity.
- Providing information for volunteers to learn about the variety of agency programs available and ensure the placement of volunteer coincides with programming needs.
- Completing reference calls, on-line bookings, interviews, and documenting recommendations and reasons for the program choice.
- Choosing positive role models to be matched to children and youth.
- Conducting training sessions with volunteers related to program guidelines and expectations.
- Maintaining electronic casework notes, and other required reporting.

***The successful candidate will have:***

- A diploma or degree in a related human service field with a focus on coursework that includes volunteer management, human resources, social work, human ecology or similar field.
- A minimum of 2-3 years' combined experience in a role involved with volunteers and/or employees, case management and/or volunteer management.
- Solid understanding of child and youth issues and how healthy adults can make a difference.
- Demonstrated good communication skills (written and oral).
- Ability to manage time effectively and be results oriented.
- Ability to exercise good judgment and sound decision making.
- Experience working with volunteers and an understanding of volunteer engagement.
- The ability to train groups of adults and previous experience public speaking is an asset.



- Good presentation skills. Public Speaking an asset.
- A valid driver's license and vehicle

Candidates must be capable of performing independently as well as part of a team environment and have excellent interpersonal skills.

**Boys and Girls Club Big Brothers Big Sisters of Edmonton & Area really is “a great place to be”. In addition to a competitive salary, we offer a supportive work environment, excellent benefits package and rewarding career opportunities.**

Please forward your resume quoting the competition number **VEF0921 by September 23, 2021** to:

Attention: Human Resources  
E-mail to [kim.collister@bgcbigs.ca](mailto:kim.collister@bgcbigs.ca)

*No phone calls please. All applicants are thanked for their interest; however only those selected for an interview will be contacted.*