



Job Description

Title: Volunteer Program Coordinator

Location: ShelterBox Canada National Office (Toronto, Ontario)

Salary: Commensurate with experience, benefits after three-month probationary period

Status: Part-time (4 days/week) 9-month contract with potential to become full time permanent

Reporting to: Executive Director

Start Date: Monday September 11th (negotiable)

About ShelterBox Canada:

ShelterBox is a cutting-edge charity that hand-delivers emergency shelter for families devastated by disaster. Right now, almost 85 million people around the world have been made homeless by natural disasters and conflict. ShelterBox is working to change this by providing our signature ShelterBoxes and ShelterKits that contain the tools to transform lives and rebuild communities.

ShelterBox is committed to working towards a future where no family goes without shelter, but we have our work cut out for us. Some projections suggest that the number of people displaced will grow to 200 million within 10 years.

ShelterBox is headquartered in the UK. ShelterBox Canada is one of 17 affiliates around the world focused on raising awareness and funds for our vital aid.

Role Objectives:

With our passion and our impatience for change, we will reach more people with emergency shelter and tools. As we look to 2017 and beyond, we are expanding our fundraising capacity to increase our efficiency and reach, and push ourselves to be the best we can be for the families we help.

This is an exciting time to join the ShelterBox Canada team, to help achieve our ambitious income targets and grow our reach to key Canadian audiences.

Working with our small dynamic staff team, you will manage and grow our volunteer network across the country. The ShelterBox Canada team of volunteers play a huge role in raising funds and awareness about our work across the country. The role of the Volunteer Program Coordinator will be to grow the program, and provide the support and materials our volunteers need to raise awareness, and fundraise for ShelterBox.

We are looking for an organized motivated individual with excellent communication and people skills. The successful candidate will also have experience leading a large team, ideally of volunteers.

Responsibilities:

- Recruit, train, and engage volunteers across the country
- Develop and implement strategy to rapidly expand the volunteer program
- Work closely with our volunteers across the country and support them to fundraise and raise awareness in their communities
- Motivate and provide fundraising support for volunteers to fundraise through Rotary and in other networks
- Produce volunteer resources and communications
- Keep the volunteer team up to date with ShelterBox activities around the world
- Manage a volunteer recognition program
- Develop a media strategy to help volunteers get more coverage of their activities
- Work with staff team to maximize volunteer participation in fundraising events and appeals
- Work closely with other ShelterBox offices around the world to share resources, best practices, and communications.
- Maintain a volunteer database and ensure all records are up to date and complete

Qualifications:

- Post-secondary education in a relevant program or 2+ years of relevant experience
- Experience managing volunteers or large teams
- Ability to work in a team towards multiple deadlines
- Ability to work well under pressure
- Ability to write effective and professional communications for a variety of audiences
- Clear passion for fundraising and ShelterBox's mission
- Excellent time management and project management skills
- Fully IT literate (Microsoft office etc)
- Ability to legally work in Canada
- Fluency in written and spoken English

In addition to these requirements, the following are considered to be strong assets for this role:

- Working knowledge of CRM databases
- Working knowledge of Adobe suite
- Experience with Rotary
- Access to a vehicle
- Experience within a multi-national non-profit preferred
- Experience fundraising for international programs
- Media training or public speaking skills

ShelterBox Canada is an equal opportunity employer. ShelterBox Canada sincerely thanks all candidates for their interest, however, only those selected for an interview will be contacted. **No phone calls please.**

Please include a cover letter with your resume when applying.

To apply, please email your cover letter and resume to hr@shelterboxcanada.org with the subject line "Volunteer Program Coordinator." Applications must be received by 5pm EDT on August 18, 2017.