



**FAMILY AND
CHILDREN'S
SERVICES**
of Lanark, Leeds and Grenville

EXTERNAL JOB POSTING

Job Information

Job Title	Volunteer & Community Initiatives Coordinator
Location	Smiths Falls
Reports to	Finance Manager
Term	Full-time, Permanent
Estimated Start Date	As soon as possible
Evaluation Salary Band	Band 2
Type of Position	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Other: _____
Posting Date January 7, 2025	Closing Date: January 31, 2025, at 4:30pm

All interested applicants should forward a current resume and covering letter to HR at: hr@fcsllg.ca.

We thank all applicants for their interest in this position, however, only those selected for an interview will be contacted.

Family and Children's Services of Lanark, Leeds and Grenville is committed to building a diverse workforce representative of the communities we serve. We encourage and are pleased to consider applications from all qualified candidates, without regard to race, colour, citizenship, religion, sex, marital/family status, sexual orientation, gender identity, aboriginal status, age or disability.

Family and Children's Services of Lanark, Leeds and Grenville is committed to providing a barrier free workplace. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

Job Summary

The volunteer & community initiatives coordinator is responsible for the delivery of volunteer coordination services in alignment with the FCSLLG's vision, mission, values and overall strategic objectives. The volunteer & community initiatives coordinator reports to the Finance Manager.

Key Tasks and Responsibilities

Functional Duties

- Understand and act in accordance with all corporation policies, procedures, programs, practices, guidelines, and work routines including but not limited to:
 - The recruitment, assessment, approval, development, evaluation, ongoing support, and termination of volunteer resources
 - The completion of formal case documentation
- Be aware of roles and responsibilities under the Ontario Occupational Health and Safety Act, Regulations, and the corporation's health and safety policies and performs duties in a manner that ensures safety at all times
- Participate in regular supervision with the team manager
- Identify in consultation with the manager risks which may have implications for the corporation, including serious occurrences and complaints
- Meet accountabilities as identified by the corporation and achieve continuous quality improvement in all



activities

- Participate in team meetings, staff meetings, and training sessions
- Act as a liaison with community and provincial organizations as required
- Plan and oversee agency fundraising campaigns, events and activities to raise money and other kinds of donations.
- Oversees and coordinates car seat training and supplies as needed or required
- Maintains statistical data as it relates to the program
- Provide assistance and back up coverage to other workers as assigned
- Undertake all other assigned duties as required

Relationship Duties

- Demonstrate behaviours, actions and attitudes that are consistent with FCSLLG's vision, mission and values
- Develop and foster respectful and accountable working relationships with key stakeholders, internal and external to the FCSLLG
- Demonstrate effective and professional behaviour that will create an environment to achieve organizational outcomes
- Demonstrate abilities to work within a constantly changing environment

Team Building/Interpersonal Duties

- Demonstrate professional, respectful, collaborative working relationships
- Active participation and engagement in continuous learning activities
- Professional standards of communications with all internal and external contacts

Core Competencies

Background/Education/Experience

- Education: BA or Community College training in the area of volunteer management
- Minimum 2 years of experience in volunteer management
- Satisfactory Police Records Check
- Valid Driver's License, and access to a reliable motor vehicle with business use automobile insurance and, where appropriate, the OPCF 6A rider ("Permission to Carry Passenger")

Skills and Attributes

- Knowledge of child protection and assigned functional skills, including Child, Youth and Family Services Act, Ministry of Children, Community and Social Services standards and directives and all related legislation relevant to the scope of the assigned functional requirement for this position
- Ability to complete duties in alignment with the corporation's mission, vision, core values, and beliefs
- Understanding of and an ability to work in an environment of change and acceptance of the challenges inherent in an environment of change
- Ability to collaborate and maintain positive partnerships with all relevant key stakeholders aimed at building strong, sustainable relationships and supporting constructive and creating problem resolution
- Demonstrate written and oral communication skills
- Computer aptitude and proficiency
- Demonstrated analytical skills, with attention to detail
- Demonstrated organizational and time management skills with the ability to meet tight deadlines
- Ability to work independently
- Ability to maintain a high standard of privacy and confidentiality in the performance of duties
- Ability to meet performance and financial objectives



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Efforts and Working Conditions

- Work is performed at a desk in a normal office environment
- Periods of sitting and computer/phone use
- May be exposed to potentially hazardous environments including driving conditions and risks associated with an office environment
- Occasional travel within the FCSLLG region including travel to satellite offices
- Ability to work flexible hours required