



United Way
Central & South
Okanagan Similkameen

Volunteer Program Developer

Goal of the position:

To build a strong network of United Way advocates and volunteers, which helps people get involve and use their skills and time to and make a difference. By building this network of volunteers, the role will also help enhance United Way's capacity and expertise.

Scope of the position:

The key responsibility will be to develop and launch a new and ambitious volunteer program working closely with the Executive Director and Community Engagement Coordinator.

Core responsibilities:

- ✚ Develop the vision and scope of the volunteer program
- ✚ Define and develop a range of volunteer roles
- ✚ Support the promotion of volunteer opportunities in the community
- ✚ Support the recruitment of volunteers, identifying and building relationships with potential volunteers
- ✚ Design training and orientation program for volunteers
- ✚ Establish volunteer protocols for each volunteer role outlining roles and responsibilities, communication guidelines, and ways of working
- ✚ Develop a volunteer handbook

Commitment:

- ✚ February to September 2018 (and beyond to support implementation and coordination of the program if mutually desired)
- ✚ Approximately 1 day per week, as convenient
- ✚ Opportunity to work from home and / or in the United Way Office

Skills Required:

- ✚ Higher-level management skills
- ✚ Experience of human resource management or volunteer management
- ✚ Excellent interpersonal skills

About United Way CSO

For over 65 years, the United Way of the Central and South Okanagan/Similkameen has served the region from Lake Country in the North, to Osoyoos and Princeton in the South. Our mission is to improve lives and build community by engaging individuals and mobilizing collective action. The United Way invests time and resources in three focus areas that support all that kids can be, move people from poverty to possibility and building healthy, strong communities. For more information, visit unitedwaycso.com or call 1-855-232-1321.

Together, we are possibility.

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