



Position: Volunteer Coordinator

YouQuest is a small nonprofit organization operating in Calgary that provides programs and support for individuals and families affected by young-onset dementia. This part-time role is an opportunity to work mostly remotely while spending up to a few hours on-site each month to help orientate new volunteers or attend events. This role is a great opportunity to join a team that provides much-needed services for people throughout the community.

Description:

The Volunteer Coordinator will report directly to the Executive Director, while consistently communicating with and providing ongoing support for the entire YouQuest team and volunteers.

Responsibilities:

- Navigate the YouQuest Civi Database to enter/upload information for volunteers, help create schedules, and generate reports.
- Hold ongoing virtual meetings with team and volunteers to assist with documentation and implementation.
- Provide ongoing support for volunteer recruitment.
- Work onsite for up to 2 hours per month to provide support for orientating new volunteers.
- Organize 1-2 volunteer appreciation events throughout the year.
- Organize, update, and virtually facilitate any necessary volunteer training and education modules throughout the year.
- Help to develop and implement surveys to collect information from volunteers.
- Assist with engaging volunteers and practicum students.
- Act as liaison between the YouQuest team and volunteers.
- Participate in bimonthly virtual team and 1:1 meetings.

Qualifications/ job requirements:

- Experience as a Volunteer Coordinator or work in Human Resources is considered an asset
- 1+ year of nonprofit administration and/or coordination experience preferred
- database administration experience preferred
- Proficient with technology including Microsoft 365/Excel
- Personal office space (remote) with own hardware and software to complete the job (laptop/computer, MS Suite, access to the internet, etc.)
- Works well independently and as part of a team; experience working with remote teams

Job type: part-time (typically 8-10 hrs. per week), fixed-term contract

Contract length: 8 months with the possibility of extension

Starting salary: \$28.00-\$30.00 per hour

To apply, please submit a resume and letter of interest to: info@youquest.ca by January 12, 2024.