

## Volunteer Manager Job Description

Draft : January 18, 2010

**VISION:** A strong Yukon with a strong volunteer spirit!

**MISSION:** Volunteer Yukon's mission is to foster and promote volunteerism throughout the Yukon by providing easy access to resources, training, consultation, and support for individuals and organizations. We opened our doors in April 2002. Since then, we have delivered dozens of training events, connected volunteers with organizations in need of help, celebrated and fostered volunteerism in the Yukon, gathered and shared information on how to work with volunteers or run a non-profit, and much more.

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### **JOB PURPOSE**

Working closely with the Executive Director, this position will be responsible for developing a volunteer matching system by using and improving VY's on-line volunteering database; organizing an annual volunteer fair; doing presentations when requested; developing and implementing the 3-yr **Youth Leadership Program**; finding volunteer placements for Fine Options Program participants; helping organizations to recognize their volunteers; raising awareness about the benefits of volunteerism; and networking with Yukon NGO's.

### **DUTIES**

#### **General**

Develop the annual Volunteer Manager Action Plan

#### **(A) Youth Leadership Program**

Manage and coordinate the Youth Leadership Program (youth = 14 - 24 yrs):

1. Establish a Youth Leadership Program Advisory Committee
  - Chair Committee meetings; provide agenda and compile minutes
2. Develop a job description, screen, hire, and supervise a First Nation youth leader
3. Make presentations (promote volunteerism) in high schools
4. Support community youth by
  - Helping them to function effectively in a team and providing opportunities for leadership development (with BYTE)
  - Connecting youth with volunteer opportunities in their community, helping them to make a positive contribution to their community – Yukon youth need to complete volunteering hours in order to graduate from high school
  - Helping them to incorporate volunteering into their professional portfolios (résumés, college applications, etc.)
5. Develop a public resource/information guide
  - Identify Yukon NGOs whose volunteering needs can be fulfilled by youth
  - List volunteer opportunities for youth in Whitehorse and in the communities
  - Identify employer perspectives on the value of volunteer work experiences and on desirable skills and attributes for young, entry-level employees
  - Analyse target population attitudes toward volunteering, including motivations, barriers, incentives and perceived benefits

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### **(B) Volunteer Matching System**

Connect volunteers with volunteering opportunities

- VY on-line database – update regularly
- “Active in Your Community” ads – send once a week
- Fine Options program – find placements, develop partnership with YG Justice
- Provide similar support to adults as outlined in Youth Leadership Program (A)

### **(C) Volunteerism Awareness Campaign (with Communications Officer)**

- Organize an annual volunteer fair during National Volunteer Week
- Promote the volunteer fair and other volunteer recognition activity
- Develop ads, posters, podcasts, or other tools
- Record volunteer testimonies
- Non-profit sector networking

### **(D) Volunteer Recognition**

- Ask organizations to participate in the volunteer recognition activities at the fair
- Find new ways to recognize member organizations' volunteers
- Provide volunteer recognition gift bags to organizations, as requested

### **(E) Monitor and Evaluate Volunteer Programs/Services**

- Create an evaluation process to measure program/service impact and success (Youth Development Program, Volunteer Matching System)
- Evaluate success of promotion/awareness campaigns
- Track and compile related statistics

### **(F) Manage Budgets and Monitor Expenses provided by the ED**

- Manage and monitor budgets and expenses for all Volunteer Manager activities
- Recommend creative solutions to maximize use of budget, staff, and volunteer resources
- Identify possible funding sources and partnerships for sustaining Volunteer Manager programs

### **(G) Report to Stakeholders**

- Attend monthly staff meetings with ED
- Provide monthly activity reports to ED
- Provide project activity reports to funders, as required
- Monitor resource usage on various projects (staff time/volunteer hours), to be incorporated into planning for future program delivery

### **(H) Other duties as required**

- Provide NGO's with the Volunteer Value Calculator
- Provide general information and assistance to the public (by email, phone and in-person) and support Volunteer Managers in the communities (e.g. Watson Lake)
- Plan for succession (compile procedural/information binders)

## **ADDITIONAL INFORMATION**

**Hours:** 30 hours per week, 6 hours per day