

VOLUNTEER JOB
VOLUNTEER
Last Updated: March 2024



COORDINATOR

DESCRIPTION:

JOB DESCRIPTION

As the Volunteer Coordinator, you will play a crucial role in managing our volunteer team and ensuring the smooth operation of our fundraising efforts. Below is a detailed job description outlining your key responsibilities and tasks:

KEY RESPONSIBILITIES

Managing Volunteers: 70%

- Oversee volunteer management, including recruitment, training, supervision, and support.
- Serve as the primary point of contact for volunteers, addressing their inquiries, concerns, and feedback in a timely and professional manner.
- Foster a positive and inclusive volunteer environment, promoting teamwork, collaboration, and mutual respect among volunteers.

Organizing Volunteer Schedules: 10%

- Create and maintain volunteer schedules to ensure adequate coverage for all
- Coordinate with volunteers to accommodate their availability and preferences when assigning shifts and responsibilities.
- Regularly communicate with volunteers to provide updates on schedule changes, upcoming events, and other relevant information.

Day-of Coordination: 20%

- Coordinate day-of volunteering activities, including volunteer check-in, assignment of roles, and supervision during events.
- Ensure that volunteers are briefed on their responsibilities and have the necessary resources and support to carry out their tasks effectively.
- Address any issues or concerns that may arise during events and provide guidance and assistance to volunteers as needed.

QUALIFICATIONS

- Strong organizational and interpersonal skills
- Excellent communication abilities, both written and verbal
- Comfortable with conducting research and prospecting for potential volunteers
- Passionate about making a positive impact in the community and supporting the kids that need it the most!

TIME COMMITMENT

- 2-3 hours a week, with increased involvement closer to the event date.
- Volunteers in this role will ideally be able to join as a volunteer during the event on November 23 + 24.
- To learn more about this volunteer opportunity, please contact rlipetz@takeahikefoundation.org.

Thank you for considering this volunteer opportunity to support Homes For The Holidays. Your dedication and efforts will make a significant impact on our fundraising success and our ability to make a difference in the lives of the kids in Take a Hike programs!

ABOUT TAKE A HIKE

[Take a Hike](#) partners with public school districts to engage vulnerable youth in a full-time mental health and emotional well-being program embedded in an alternate education classroom.

Our mission is to empower vulnerable youth with the skills and resilience they need to graduate high school, build healthy relationships, navigate the challenges of young adulthood, and achieve success—however they define it. We do this by engaging youth in intensive and continuous clinical counselling, regular outdoor adventures, and supporting youth in a safe and caring community.

Over the past twenty years, Take a Hike has developed a proven, trauma-informed, evidence-based program model that has transformed the lives of hundreds of youth in B.C. along with their families.

ABOUT HOMES FOR THE HOLIDAYS

Vancouver's unforgettable celebration of the season, [Homes For The Holidays](#), takes place this year on **November 23 & 24!** This unparalleled holiday event will unite award-winning interior design teams with leading florists and home décor retailers all under one roof: UBC's iconic Cecil Green Park House. Once again, the cliff-top mansion will be transformed to showcase uniquely festive décor ideas ranging from tablescapes to room vignettes for visitors to reimagine in their own homes.

Attendees will enjoy live music as they wander through the exquisitely decorated rooms of one of Vancouver's most prestigious properties. Highlights also include our popular Silent Auction—a great place for inspired holiday shopping—as well as the magical Terrace of Trees where sponsored evergreens are beautifully trimmed by talented designers. Best of all, all proceeds will benefit our remarkable charity partner, Take a Hike Foundation!