



Position: Assistant Volunteer Coordinator, Part-time Volunteer
Location: ON – Durham Region

The Assistant Volunteer Coordinator works under the direction of the Volunteer Coordinator, Autism Ontario – Durham Region. The successful candidate will be a team player who enjoys working collaboratively to recruit and coordinate the involvement of volunteers in the many services and programs Autism Ontario – Durham Region provides.

Essential Functions:

- Recruit and screen volunteers.
- Provide orientation to new volunteers.
- Work in collaboration with Fundraising and Events Committees to staff events.
- Assign volunteers based on organizational needs and on their interest, skills and qualifications.
- Maintain the volunteer database.
- Attend monthly business meetings at various locations around Durham Region.
- Must be accessible by email to address issues between meetings.
- Must be familiar with the mission and purpose of Autism Ontario – Durham Region.
- Event participation is required.

Qualifications:

- Human Resources or previous volunteer recruitment experience is an asset.
- Excellent listening and assessment skills.
- Proficiency in MS Word is required.
- Strong interpersonal, organizational and communication skills.

**If you are interested in this volunteer position,
please contact our Volunteer Coordinator:**

autismdurham.volunteer@Gmail.com

We thank all applicants for their submissions. We will attempt to match all potential volunteers to meaningful and rewarding roles that are best suited to them.

AutismONTARIO - Durham Region

Realize Community Potential Program Office & Chapter Mailing Address
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