



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

The Volunteer Coordinator is a member of the Chapter Leadership Council and reports to the President, Autism Ontario – Durham Region. The successful candidate will have experience in volunteer administration or similar position and have the ability to work collaboratively to recruit volunteers to meet the needs of the Chapter.

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.
- Prepare job descriptions for postings.
- Maintain and create volunteer policies and procedures.
- Develop training materials and evaluations.
- Foster volunteer retention.
- Develop and be responsible for suitable volunteer recognition programs.
- 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.

Qualifications:

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

**If you are interested in this volunteer position,
please contact: durham@autismontario.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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