



## Volunteer Services Coordinator

Ontario is a charitable organization with a history of over 50 years representing the thousands of people on the autism spectrum and their families across Ontario. Autism Ontario is the province's leading source of information and referral on autism, and one of the largest collective voices representing the autism community. Our mission is to create a supportive and inclusive Ontario for autism, and we value collaboration, respect, accountability and being evidence-informed.

### Job Summary:

**Title:** Volunteer Services Coordinator

**Reports to:** Community Engagement Manager

**Location:** Primarily remote, with travel to the Provincial Office or a Regional Office as needed

**Hours:** 37.5hrs per week

**Annual Salary:** \$60,000 - \$65,000

**Duration:** 1 year contract

### Position Overview:

Autism Ontario has an exciting opportunity for those passionate about working with volunteers!

Reporting to the Community Engagement Manager, the Volunteer Services Coordinator provides oversight to Autism Ontario's volunteer program. The Volunteer Services Coordinator will build strong partnerships both inside and outside of Autism Ontario and will recruit, place, and retain a diverse and energized group of dedicated volunteers, while also developing various volunteer resources. Working in conjunction with the Program & Volunteer Coordinators, Fund & Volunteer Coordinators as well with other staff/and or teams across the province the Volunteer Services Coordinator will work to expand the number of volunteer opportunities and ensure that committees and events are appropriately staffed in order to meet organization's mission and goals.

### Key Responsibilities:

- In collaboration with the Community Engagement Manager, provide oversight and direction to Autism Ontario's volunteer program, recommending process improvements where and when needed.
- Identify, develop, and implement creative volunteer recruitment strategies and methods to attract and retain a sufficient pool of volunteers.
- Engages volunteers by providing various opportunities for them to contribute, uphold and drive Autism Ontario's mission and strategic objectives.
- Facilitate Volunteer town halls and establish consistent, province wide communication with all volunteers.

- Meaningfully engage and foster relationships with various stakeholders, both internal and external.
- Work with the Regions and Volunteer Manager to develop volunteer related goals for the regional staff and provide support as needed.
- Provide direction and support to a variety of volunteer committees (SEAC, Oversight Committees, etc).
- Oversee Autism Ontario's volunteer onboarding and training process, as well as the appreciation and recognition strategy.
- Evaluate and make improvements to the volunteer onboarding, training and orientation process and facilitate as needed.
- Facilitate volunteer trainings and meetings as needed.
- Other duties as assigned.

#### **Qualifications:**

- A degree or post-secondary education in a related discipline (SSW, Volunteer Management, etc.)
- 2 to 5 years' experience supervising staff and/or volunteers
- An equivalent combination of education and experience will be excepted
- Experience working in a nonprofit/charitable setting an asset
- Knowledge of autism and related resources is an asset
- Knowledge of various computer programs including data base management, Learning Management Systems (LMS), email, Microsoft 365 applications and have familiarity with social media and other technology tools and approaches
- Demonstrated commitment to principles of social justice, equity, inclusion and cultural competency
- Must demonstrate sound professional judgment and problem-solving skills, as well as be able to effectively manage multiple priorities, work independently as well as with a team and show flexibility
- Flexible in engaging with staff and comfortable navigating challenging conversations with compassion and empathy
- Demonstrated commitment to principles of social justice, neurodiversity, equity, inclusion, anti- racism, anti-Black racism, anti-ableism
- Bilingual proficiency (French/English) is an asset.
- Ability and means to travel; a valid driver's licence is required
- Available to work evenings and weekends as required

Autism Ontario offers a great work-life balance, a competitive benefits package and RRSP contributions. Some of the perks of joining our team include:

- Flex Hours
- Hybrid working model

- Semi-casual dress code
- 3 weeks vacation, plus years of service days
- 10 paid personal days
- Competitive Benefits Package with Healthcare spending account (including Health, Dental, EAP, Vision and more)
- RRSP Contributions
- Professional development opportunities
- In person team building activities
- A workplace culture that promotes both a collaborative and independent work environment
- You'll be joining a team of passionate individuals who are looking to make a difference.

Interested candidates should submit a resume and cover letter to [recruitment@autismontario.com](mailto:recruitment@autismontario.com). We thank everyone for their interest in this position; however, only those candidates invited to interview with us will be contacted.

Autism Ontario is an equal opportunity employer committed to maximizing the diversity of our organization and actively encourages individuals on the autism spectrum and from all equity deserving groups to apply. We welcome qualified applicants for employment without regard to race, colour, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veterans' status or any other legally protected factors.

Autism Ontario is committed to providing a barrier-free work environment in concert with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, Autism Ontario will make accommodations available to applicants with disabilities upon request during the hiring process.