



JOB DESCRIPTION

Volunteer Coordinator

Function:

The Volunteer Coordinator is responsible for the recruitment, vetting, onboarding and scheduling and support of volunteers..

Organizational Relationships:

The Volunteer Coordinator reports to the Executive Director, supervises volunteers, and works with other staff.

Organizational Background:

Established in 2014 and incorporated in 2018, the BCEdAccess Society is an organization of families of children and youth with disabilities and complex learners. We champion and support children and youth who have disabilities and who are complex learners to reach their full potential in BC education, and in all aspects of their lives. This is achieved through supporting families, sharing information, providing education to families, allies, professionals and students, providing community engagement and awareness, and other activities to promote equitable access to education and inclusion for all. We run a well respected annual parent/guardian advocacy conference, bringing together families, self-advocates, educators and allies of children and youth with disabilities. We also do research into the exclusion of students with disabilities from school and community, and other disability issues impacting children and youth. We advocate to local and provincial governments on behalf of families to improve accessibility in all aspects of the lives of children and youth with disabilities.

You can learn more about us on our website bcedaccess.com.

Duties and Responsibilities:

The main focus for the Volunteer Coordinator over this 8 week term will be to recruit, vet, and onboard volunteers for our annual advocacy conference. This will involve assisting the Executive Director to update these processes and develop a standard procedure and management tools.

Duties will include:

Creating, updating and posting volunteer positions

Responding to questions about the positions

Assisting with creating a vetting process

Onboarding/training volunteers

Teaching systems and technical skills

Scheduling and communication

Ongoing support of volunteers

Assisting in other areas as needed



Qualifications

Required:

Demonstrated applied skills in Word, Excel, Powerpoint, Google Suite
Comfortable collaborating with a larger team
Social media knowledge and capabilities
Ability to work remotely and unsupervised
Possess excellent organizational and communication skills

Other Useful Skills and Experience:

Experience with supervision
Experience hiring, training staff and/or volunteers
Skilled in writing
Knowledge of education, disabilities, human rights, social justice
Event planning/volunteering/nonprofit experience

Job Type: Contract, 8 week duration

Pay: \$19.20 per hour

Hours: 30 hours per week

Anticipated Start Date: May 9, 2022

Location: Supervised telecommuting (online)

How to apply

This position is made available through funding from the Government of Canada. Canada Summer Jobs is an initiative of the Youth Employment and Skills Strategy, which, “aims to provide flexible and holistic services to help all young Canadians develop the skills and gain paid work experience to successfully transition into the labour market”. To be eligible for a Summer Job position with BCEdAccess Society applicants must be between 15-30 years old.

BCEdAccess is committed to being an inclusive, equitable and accessible employer. We want everyone in our organization to feel valued and welcome. Pursuant to Section 42 of the BC Human Rights code, preference in this job posting will be given to candidates who are disabled, Indigenous, Black and People of Colour, LGBTQ2S+, or from other protected classes. Candidates from these groups who wish to qualify for preferential consideration must self-identify, and if you need accommodation in any or all aspects of the selection process, just let us know. Self-identification information will be kept confidential to the hiring committee and discarded after the hiring process is complete.

Interested candidates are asked to forward their resume and cover letter stating the job title in the subject line to info@bcdedaccess.com. You may also include a sample of writing or portfolio if you believe it is applicable.

While we appreciate all applications, we can only contact those individuals selected for interviews.