



**Canadian Mental
Health Association**
Muskoka - Parry Sound

**Addictions and
Mental Health Services**

INTERNAL/EXTERNAL POSTING: Open until Filled

Volunteer Coordinator

Hours of Work: 24 hours per week

Job Status: Permanent

Base office: to be determined

Competition #:37-22

Purpose of the Position: This position is an integral component of our client care providing transportation to appointments, social interaction time with clients and being part of our community initiatives. The volunteer coordinator plans, organizes, coordinates, supervises, and evaluates the volunteer program in the agency. These duties in this position are guided by the mission, vision, and core values and principles of the organization. The development and implementation of volunteer management resource tools and providing guidance to volunteers to ensure compliance with policies and procedures.

Education and Qualifications:

- Post-secondary education in a Volunteer Management Program related field
- Minimum of 2 years related experience.
- Understanding of mental health and addictions issues an asset.
- Engage in and maintain internal and external relationships with community.
- Indigenous cultural awareness and education an asset.
- Ability to work autonomously as well as cooperatively within a team environment in a rural setting
- Excellent communication, organization, and interpersonal skills
- Working knowledge of Microsoft Windows, Internet, and data management software
- A willingness to serve clients within the communities of the District of Muskoka and Parry Sound
- A valid Ontario G or G2 driver's license, a safe and reliable means of transportation, and appropriate insurance for work purposes on your vehicle with a minimum of \$1,000,000 in liability coverage.
- Bilingual in French/English language considered an asset
- Work schedule may include days/evenings/weekends and statutory holidays.

Salary scale: \$25.59-\$29.22 per hour, commensurate with qualifications and experience

Benefits include: Optional enrollment in a Registered Retirement plan with HOOPP where contributions start on date of hire.

Please note that we are a scent-free organization.

You are invited to submit your application by **quoting competition number 37-22** to:

**The Hiring Committee
Canadian Mental Health Association, Muskoka-Parry Sound Branch
173-202 Manitoba Street
Bracebridge, Ontario P1L 1S3**

Telephone (705) 645-2262 Fax (705) 645-7473 E-mail: jobs@cmhamps.ca

Please note: CMHAMPS is committed to achieving 100% compliance with its COVID-19 Vaccine Policy. Eligibility for new employment with the CMHAMPS is full vaccination against COVID-19 prior to commencing employment or documentation of accommodation obligations pursuant to the Ontario Human Rights Code or a medical exemption from a primary care or specialist health care provider resulting in a non-vaccination status.

To be considered fully vaccinated, an individual must have received the full series of a COVID-19 vaccine, or a combination of COVID-19 vaccines approved by the World Health Organization (e.g. two doses of a two-dose vaccine series or one dose of a single-dose vaccine series) and received the final dose of the COVID-19 vaccine at least 14 days prior to commencement of employment.

Canadian Mental Health Association Muskoka – Parry Sound (CMHAMPS) is an equal opportunity employer and we value the importance of diversity, dignity and worth of every individual in the workplace.

Qualified consumers/survivors and/or family members are encouraged to apply

We retain all applications submitted for one year after the closing date of this posting for consideration in any future postings.

As part of our commitment to Accessibility, if you wish this information in a different format, please contact our office at 705-645-2262 or email feedback@cmhamps.ca.

If you are contacted regarding a job opportunity, please let us know prior to the interview if you require accommodation.

We thank all applicants but only those selected for an interview will be contacted.