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## Volunteer Coordinator

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**Location:** 10 Carnforth Road, Toronto

***Are you interested in joining our team in this exciting and re-energized adventure providing people with access to God's Word?*** The Canadian Bible Society (CBS) is looking for a dedicated Volunteer Coordinator to join our team.

The Volunteer Coordinator will report to the Director of Human Resources and work collaboratively with the Board of Governors (BoG), Senior Management Team (SMT), other staff, Regional Councils / District Boards, churches and partners to support the successful implementation of annual plan objectives related to our Volunteers including:

- Working closely with the Regional Directors and other regional staff to develop and maintain a strong volunteer function and processes, including the Congregational Representative (CR) program.
- Developing better processes and programs to assist employees with volunteer management responsibilities including but not limited to recruitment, orientation, training, objectives, and reward and recognition.
- Maintaining an up-to-date and accurate listing of volunteers in Raiser's Edge.
- Developing new innovative ways to reach, attract and engage volunteers.

### **Requirements:**

- Five (5) or more years of demonstrated successful experience leading a volunteer program, preferably in a non-profit, Ministry and multiple-office context;
- College or university degree in non-profit management or a related discipline preferred;
- Advanced knowledge of CBS through previous work experience preferred.
- Demonstrated effective communication skills (written and verbal).
- Known strengths and weakness, understands impact of themselves on others, knows what makes others tick;
- Open to feedback, willingness to learn and commitment to help others learn and grow;
- Strong organizational skills, attention to detail and ability to multi-task under pressure;
- Experience working on projects related to new systems and processes;
- Maintains a high-level of confidentiality.



**Canadian Bible Society**  
**Société biblique canadienne**

**To Apply:**

Join our growing team at this exciting time! Please forward your CV along with a cover letter detailing your interest in this position and the Canadian Bible Society, to [humanresources@biblesociety.ca](mailto:humanresources@biblesociety.ca) by October 12<sup>th</sup> **2018**.

*Qualified candidates must be able to demonstrate a commitment to the core values and mission of the CBS. All offers of employment will be conditional upon the successful completion of reference checks, credit check and Police background check.*