

## **Volunteer Services Rural Recruitment Coordinator – Shelter Movers Ottawa**

### **Role Description**

Last Updated: March 7, 2023

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### **About Shelter Movers**

Shelter Movers is a national, volunteer-powered charitable organization providing moving and storage services at no cost to individuals and families fleeing abuse. We collaborate with local businesses and community agencies to support people, primarily women and children, as they transition to a life free of violence. Every year, in collaboration with community partners, our volunteer teams contribute over 15,000 hours to support people transitioning to lives free of violence and abuse.

Working at Shelter Movers means creating a meaningful impact for families experiencing abuse. It also means showing allyship and playing a tangible role in breaking the cycle of gender-based violence in Canada. We are growing and looking to add caring, compassionate, and competent people to join our team.

### **Role Details:**

- Job Type: Part-time, 15 hours/week (flexible, some evening and weekend availability as needed).
  - Approximately 10 hours weekly dedicated to research, program development and assessment and administrative work (researching recruitment avenues, interviews, meetings etc.).
  - Approximately 5 hours weekly dedicated to physical outreach/recruitment (local meetings, visiting local businesses, dropping off posters and promotional materials, attending outreach events).
- Remuneration: \$20 per hour
- Location: Remote (Some in-person [Perth] meetings and events, including attending moves or visiting storage locations.)

### **About this Role**

Volunteer Services Recruitment Coordinators ensure that both Shelter Movers organizational needs and individual volunteers' needs are met as part of a positive, sustainable relationship. This position is integral to supporting the growth of volunteer recruitment and retention in Lanark County and the sustainability of the rural extension project. This involves recruitment, training, and support of volunteers, administrative/office duties, program development and evaluation, celebrating volunteer achievements, advocating for volunteers within the organization, contributing to our long-term strategy, and being one of the public's first points of contact with Shelter Movers. Looking for a dynamic, independent decision maker who is highly motivated, enthusiastic and well connected to the community.

**The successful applicant must be located within Perth.**

Our first referral partner is the Lanark County Interval House (LCIH), the primary shelter for gender-based violence in Lanark County. So far our extension into Lanark County has completed over a dozen moves to date. Our main focus at this stage is community engagement and volunteer recruitment to support our growth in this region.

**What you'll be responsible for:**

- Researching recruitment avenues and developing contacts within the Perth and greater Lanark County areas to bolster recruitment.
- Building awareness of Shelter Movers in Lanark County and Perth by engaging with groups, organizations, agencies, and businesses to support the Rural Extension Coordinator's efforts to build local partnerships.
- Engaging rural communities in Lanark County in the work of Shelter Movers; developing creative volunteer recruitment strategies, and planning and hosting events within the region.
- Attending recruitment fairs, fundraising and other community events on behalf of Shelter Movers to further volunteer recruitment in rural locations (this includes travel to various areas in Perth and Lanark County).
- Working with the Volunteer Services Manager (VSM) and Rural Extension Coordinator (REC) to assess areas for improvement, potential gaps in current recruitment plan, and develop a sustainable long-term recruitment plan.
- Communicating with volunteer applicants on behalf of Shelter Movers, assisting in the onboarding of volunteers, and regularly updating relevant volunteer databases.
- Conducting phone interviews with rural volunteer applicants and assessing suitability of applicants to volunteer with Shelter Movers.
- Gain familiarity with our volunteer management platform (Volunteer Hub), and develop the ability to generate reports.
- Having regular check-ins with the Volunteer Services Manager and Rural Extension Coordinator.
- Assisting the Rural Extension Coordinator with any other additional projects/assignments as needed.

**The ideal Candidate will possess:**

- Excellent interpersonal skills, active listening skills, high level of emotional intelligence, leads with empathy, and strong ability to handle difficult conversations, including managing conflict.
- Reliable work habits and strong organizational skills.
- Strong verbal and written communication skills.
- Tact, discretion, high maturity level and good judgment.
- Awareness of appropriate boundaries, compassion fatigue, and self-care.
- High level of comfort with engaging the public at community events, speaking on Shelter Movers' behalf, and community outreach.
- Ability to travel to areas within Lanark County (access to a vehicle or G/G2 license).
- Knowledge of the unique nature of rural volunteer recruitment.
- Knowledge of Perth community and Lanark County area.
- Ability to work as part of a team and also work autonomously.
- Ability to protect client and volunteer confidentiality.

- Experience working with individuals from diverse backgrounds.
- Ability to apply an anti-oppressive lens to engaging volunteers.
- Long-term interest in the Violence Against Women (VAW) sector and/or good grasp of VAW concepts/issues, and Volunteer Management/Non-Profit Management.
- Background in Volunteer Management or Human Resources an asset.
- Shelter Movers staff must be at least 18 years of age, complete an interview process, sign a confidentiality agreement, complete and pass a police reference check, and attend a Trauma-Informed Care Orientation session.

*\*Additional training will be provided by VSM and REC (introduction to systems, how to find/access certain key documents, briefing of current recruitment plan)\**

- **Must be located within Perth.**

#### **As a Volunteer Services Recruitment Coordinator at Shelter Movers:**

- You'll have the opportunity to make a positive impact helping women and families transition away from violence and abuse.
- You'll gain experience in volunteer management and the nonprofit sector, with coaching and support from an experienced professional in the field.
- You'll receive training in preparation for your role, and have access to ongoing training opportunities.
- You'll work with a great team of passionate colleagues, volunteers and supporters.
- After 6 months, we'd be happy to provide a personalized reference letter

#### **To Apply**

- Email your resume and cover letter to [hr@sheltermovers.com](mailto:hr@sheltermovers.com)

*Note that the successful candidate will be subject to successful completion of a criminal background check and reference check.* **Equal Opportunity Statement**

Shelter Movers is an equal-opportunity employer. We welcome applicants from all backgrounds without regard to age, colour, race, sex, religion or belief, national or ethnic origin, sexual orientation, gender identity or expression, marital status, family or parental status, genetic characteristics, or physical or mental disability.

We provide employment accommodation in accordance with provincial legislation. To request a reasonable accommodation, contact [hr@sheltermovers.com](mailto:hr@sheltermovers.com)

#### **Covid-19 Hiring Statement**

Shelter Movers continues to operate and provide our unique moving and storage services, notwithstanding the COVID-19 pandemic. We have implemented stringent safety measures to protect our volunteers, staff, partners, and clients.