

Volunteer Management Program Director Job Description

Summary

The Lake Charlotte Area Heritage Society is seeking a Volunteer Management Program Director for a 41 week project to develop a comprehensive Volunteer Management Program for the Society.

About the Lake Charlotte Area Heritage Society

Founded in 1995, the Society operates a museum (Memory Lane Heritage Village) and an Archives (Eastern Shore Archives) and oversees a variety of heritage related special projects. The Society was founded by a highly engaged group of community volunteers and the organization remains successful because of over 150 passionate and dedicated volunteers. Following the COVID-19 pandemic, the Society is in a renewal phase and is looking to meet its strategic goals of renewing and strengthening its Volunteer Program.

About the Opportunity

The Volunteer Management Program Director will lead the development of a Program to revitalize and rebuild the volunteer capacity of the Heritage Society by using Volunteer Canada's Code for Volunteer Involvement (CCVI) as a guiding framework. The Program will modernize the Society's volunteer management tools and then utilize these tools to recruit new volunteers, thereby replenishing, strengthening, and sustaining the Society's volunteer base for the future.

The Program Director will report to the Society's Executive Director and be guided by the Board's Volunteer Support Committee.

The overall goal of this project is to increase volunteers from a broader area of the community (recruited through a diverse and inclusive set of volunteer management tools) resulting in a more stable, financially sustainable and successful organization. In turn, the Society will also meet its strategic goal of "increasing, supporting and sustaining Villagers (i.e., Volunteers) so they can connect personally to visitors in a mutually meaningful way."

Key Responsibilities and Project Deliverables

The Volunteer Management Program Director will be expected to produce the following deliverables, with guidance from the Volunteer Support Committee and Executive Director, as well as summer staff and volunteers depending on availability, but otherwise independently:

1. Updated Written Volunteer Policy reflecting Standards of Practice for Volunteer Involvement as outlined in the Canadian Code for Volunteer Involvement (CCVI).
2. Updated Volunteer Management Tools in the form of a manual.
3. New Orientation and Training Materials including PowerPoint presentations and videos.
4. Youth Volunteer Program developed with input from existing youth volunteers.
5. Recruit New Volunteers with a minimum 2023/2024 result of 10 youth volunteers and 30 adult volunteers.
6. Oversee development of a new Contact Management Database in Filemaker Pro (contracted)
7. Heightened Community Awareness of Volunteer Opportunities backed by Employment, Diversity, and Inclusion (EDI) policies.

8. Recommendations regarding ongoing Volunteer Program management for sustainability and growth.

Our Ideal Candidate

We are seeking an engaging and organized leader with several years of practical experience in building, maintaining and modernizing or enhancing Volunteer Management Programs. The ideal candidate will have proven organizational and project management skills, as well as strong communication and presentation expertise.

The candidate should be able to demonstrate proficiency in practical organizational tools such as the creation of online and PDF forms, use of MS Excel and PowerPoint, and contact management databases. Experience working with rural non-profits is also an asset.

Qualifications / Skills and Education

Education

Undergraduate degree in a related field. Minimum of three years recent, related experience working in disciplines such as volunteer management, project coordination, human resources, or education, or the equivalent combination of recognized education, training and experience acceptable to the organization.

Skills and Abilities

- Proven ability to design and execute a project from start to finish, on-time and on-budget.
- Demonstrated ability to think strategically and practically in the development of timeline and multi-tasking to efficiently move tasks forward.
- Diverse background in volunteer experiences (being a volunteer / managing volunteers), experience with youth volunteering an asset.
- Demonstrated experience in ensuring Volunteer Management reflects the principles of equity, diversity, inclusion and belonging in Volunteer Management.
- Demonstrated experience organizing, coordinating, and managing teams of volunteers. Diplomatic problem solving and conflict resolution skills.
- Exceptional organization, delegation, presentation, communication, facilitation, and relationship building skills.
- Excellent practical computer skills (i.e. Word, Excel, and Outlook), knowledge of databases, and ability to create presentations / on-line training tools.
- Ability to communicate effectively and clearly in English both verbally and in writing.
- Effective presentation and public speaking skills.
- Sound decision making skills, good listener, team player and flexibility.

Employment Terms

Commencing preferably September 18th to June 28th, 2024. 41 weeks at 37.5 hours/week at \$28/hr plus 4% vacation pay. External funding for this position requires a firm project end date, however, option to extend the project provided budget allows.

This position would be suitable for a hybrid work model (with in-person work required more so during the summer and fall, and remote work during the winter months). The work is located in the rural community of Lake Charlotte, 45 minutes east of Dartmouth. The Society is open to creating a flexible work schedule as mutually agreed upon by both parties. Some weekend work will be required. The Heritage Society is an equal opportunity employer and welcomes application from all eligible candidates. The Society is committed to building and supporting a diverse team. All resumes will be reviewed, but only candidates eligible for an interview will be contacted.

Apply by September 8th, 2023 with cover letter, resume and two references in PDF format only to:
Thea Wilson-Hammond, 5435 Clam Harbour Rd, Lake Charlotte, NS B0J 2L0
email: jobs@visitmemorylane.ca