



**HESPELER VILLAGE**  
NEIGHBOURHOOD ASSOCIATION  
1620 Franklin Blvd. Cambridge, ON N3C 1P2  
www.hvna.ca  
amandah@hvna.ca

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<b>POSITION:</b>	<b>Community Engagement Coordinator</b>
<b>RESPONSIBLE TO:</b>	<b>Executive Director</b>
<b>FUNCTION:</b>	<b>To develop, implement, co-ordinate, recruit and support volunteer activities at Hespeler Village Neighbourhood Association</b>
<b>HOURS:</b>	<b>15 hours per week,</b>
<b>HOURLY RATE:</b>	<b>\$15.00-\$17.00</b>

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### **Major Duties**

#### **Programming:**

- To recruit volunteers from the Hespeler Village Neighbourhood as well as the community at large
- To interview, select, orientate and train potential volunteers in accordance with volunteers screening policy
- Refer volunteers to staff for placement in appropriate areas/programs, identified by staff based on the skills, experience and interests of volunteers.
- Track supervision and evaluation of volunteers
- Maintain up-to-date volunteer information records
- To evaluate the volunteer program with volunteer input and to implement changes as required.
- Planning and implementing an annual volunteer appreciation activity alongside ongoing recognition for volunteers.
- To pursue the development of community partnerships related to recruitment and further development of volunteers
- Plan, supervise and facilitate programs to engage community members through family drop-in programs
- Coordinate community resources to assist community members and increase engagement
- Apply engagement strategies to challenge, motivate and inspire volunteerism in our Hespeler Village Neighbourhood

#### **Administration**

- To collect and produce monthly volunteer statistics as outlined by the Executive Director and to maintain a data base for this purpose.
- To collect resources on volunteer development and distribute to staff.
- To integrate volunteer resource materials such as: volunteer handbook, training manuals, volunteer position descriptions etc.
- Continue to develop risk management procedures for the volunteer program
- Prepare and submit items for quarterly newsletter.
- To monitor purchases within budget.
- Guide participants in external and internal training sessions.

**\*\*The above tasks are representative but are not all inclusive\*\***

#### **Skills, Experience and Qualifications**

- Certificate in Volunteer Management, Early Childhood Education or Recreation and Leisure, an asset
- Experience in a supervisory or self-sufficiency role
- Experience in the area of Community Development
- Experience in recruitment, interviewing and supervision
- Knowledge of principles and practices of volunteer management.
- Superior communication skills, both written and verbal.



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- Experience with policy and procedural development and recommendations
- Ability to manage multiple and diverse projects.
- Exceptional interpersonal skills
- Ability to effectively use community resources.
- Ability to assess needs, prepare, present and evaluate training
- Standard First Aid and CPR-C training
- Clean police record check

*Accommodations are available for all parts of the recruitment process.*

*Applicants, please advise of any accommodations needed.*

*HVNA would like to thank all applicants however, only those selected for an interview will be contacted.*

*Amanda Horne*  
*Executive Director*  
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