

**ALZHEIMER SOCIETY OF THUNDER BAY  
JOB DESCRIPTION**

**JOB TITLE:** Volunteer Coordinator & Grant Writer

**JOB STATUS:** Part Time, 28 hours a week

**REPORTS TO:** Executive Director

**DESCRIPTION**

As the Volunteer Coordinator you will be responsible for the planning, implementation and evaluation of volunteer services and identified volunteer driven fundraisers. Critical responsibilities include the recruitment, screening, orientation, coordination, training, recognition and ongoing support of a diverse volunteer base.

As Grant Writer, you will write coherent, organized and compelling proposals for local, provincial, and federal grant opportunities. You will be responsible for: researching applicable grants, collaborating with team members to develop proposal plans, and writing, submitting, and managing grant proposals. You will also collaborate with team members in the organization to assist with other fundraising projects. Preferred applicants are deadline-driven team players with outstanding multitasking abilities

**QUALIFICATIONS**

The Volunteer Coordinator & Grant Writer shall possess a post-secondary education in volunteer/ human resource management and have previous experience in volunteer management and community outreach. Experience in training/coordinating diverse groups and planning special events will be required. Along with a demonstrated commitment to continuing professional development, strong organizational skills, an ability to prioritize workload and multiple tasks and working knowledge of MS Office will be needed. Experience in grant writing and a Bachelor's degree in creative writing or related field would be considered an asset.

**RESPONSIBILITIES**

Volunteer Coordination

1. Plan, develop, implement and evaluate volunteer recruitment campaigns in response to organizational needs.
2. Develop volunteer job descriptions and provide regular evaluation of volunteers.
3. Develop policies and procedures for volunteer services according to both chapter and program standards.
4. Screen potential volunteers for placement at the Alzheimer Society of Thunder Bay and provide referrals as appropriate.
5. Provide orientation and coordinate ongoing training for volunteers in partnership with Alzheimer Society of Thunder Bay's staff.
6. Coordinate activities related to the recognition of volunteers.
7. Provide support to Alzheimer Society of Thunder Bay staff in managing volunteers.
8. Supervise volunteers as appropriate.

9. Oversee, plan and implement volunteer based fundraising events.
10. Oversee Volunteer Program

#### Grant Writing

1. Writing, submitting and managing grant proposals.
2. Identifying grant funding opportunities
3. Familiarize themselves with the Society's programs, goals and financial needs

#### Community Relations

1. Work with staff in planning, implementing and evaluation ASTB events.
2. Act as staff liaison to volunteer committees as assigned.
3. Work collaboratively with staff, volunteers and community partners to meet agency mission and mandate.

#### Other Duties

1. Prepare a monthly summary report of volunteer and community awareness activities and events.
2. Prepare an annual summary of volunteer and community awareness activities for the Alzheimer Society of Thunder Bay Annual Report.
3. Collect and analyze statistics, maintain records and process data in collaboration with other staff.
4. Ensure volunteer input into the development of new volunteer services and initiatives.
5. Develop and implements means of continuously improving volunteer services including retention, recognition and training processes.
6. Provide input into annual budget for volunteer services.
7. Act as designated Volunteer Health & Safety Representative.
8. Assume additional responsibilities as assigned.
9. Conduct annual volunteer reviews.