

Volunteer Coordinator

Summary:

The Volunteer Coordinator is responsible for recruiting and overseeing day-of event volunteers, as well as participating in the overall planning process for the *IG Wealth Management Walk for Alzheimer's*.

Responsibilities:

- Attend planning meetings as needed
- Develop a plan for volunteer recruitment, including posting, public service announcements in local media, local volunteer centres, etc.
- Work with committee members to determine volunteer needs for the day of the event
- Oversee day-of event volunteer training, supervision and reporting

Skills required:

- Excellent interpersonal and communication skills, both written and verbal
- Volunteer management experience an asset
- Able to work independently and as part of a team
- Familiarity with community volunteer centre an asset
- Good organizational skills
- Access to a computer and e-mail an asset