



HR & Volunteer Coordinator (Full Time Contract)

The Humane Society of Kitchener Waterloo & Stratford Perth is seeking a dedicated and detail-oriented **HR & Volunteer Coordinator** to join our team. This full-time role is essential to supporting our organization's human resources functions and corporate volunteer program. If you are passionate about making a difference, thrive in a fast-paced environment, and excel in building strong relationships, we encourage you to apply.

HR & Volunteer Coordinator, you will work closely with the Senior Manager, People & Culture to manage various HR-related tasks including recruitment, onboarding, training, and employee record management. Additionally, you will play a pivotal role in organizing staff and volunteer events, fostering employee satisfaction, and supporting our Corporate Volunteer Program. This position requires excellent organizational skills, attention to detail, and the ability to work with both employees and volunteers to create a welcoming and supportive environment.

What you will be doing:

- Assist with the recruitment process, including posting job vacancies, screening applications, scheduling and conducting interviews, and reference checks.
- Support new employee orientation and onboarding, including organizing center tours and delivering training presentations.
- Manage employee records, ensuring they are kept up-to-date and organized.
- Collaborate with the Joint Health and Safety Committee and Employee Appreciation & Engagement Committee.
- Help develop and enhance the Corporate Volunteer Program.
- Plan and coordinate staff and volunteer appreciation events.
- Provide coverage for the Volunteer & Foster Coordinator as needed.
- Assist with monthly reporting and HR-related statistics.
- Maintain a welcoming environment for both employees and volunteers by engaging with them regularly at the centers.

Who You are:

- You have a Post-secondary education in Human Resources or a related field.
- You have at least 1 year of HR-related experience, including recruitment and onboarding.
- You have Strong organizational and time management skills, with the ability to manage multiple priorities in a fast-paced environment.
- You have excellent communication and interpersonal skills, capable of building and fostering positive relationships with staff, volunteers, and external partners.
- You have experience with employee training, program development, and event planning is an asset.

- You have proficiency in Microsoft Office (Word, Excel) and general computer literacy.
- You have compassion for animals and commitment to treating them humanely both on and off the job.
- You have a valid Ontario driver's license and access to a reliable vehicle is preferred.
- You can provide a satisfactory police check.

Working Conditions:

- Travel between The Humane Society's centers will be required.
- Fast-paced environment with regular exposure to animals.
- May be exposed to infectious waste, diseases, and other health risks.
- Occasional evening and weekend work may be required to attend meetings and events.

The Perks:

- Annual Salary of \$38,000 - \$49,000
- Flexible work schedule
- Employee Assistance Program
- Access to staff pet food program (discounted retail prices)
- Access to staff veterinary services program
- An environment always filled with adorable animals
- Bring your pet to work OR enjoy others pets while you work!

If this role is calling your name, we look forward to hearing from you! Please forward your resume and cover letter to **hr@kwsphumane.ca**

The full job description is available at <https://kwsphumane.ca/careers>.

The Humane Society warmly welcomes applications from people of all backgrounds and groups. We are committed to a culture of inclusivity and collaboration that celebrates diverse perspectives and voices.

We thank all candidates for their applications; however only those selected for an interview will be contacted.