

Position Description (Contract Full Time)

POSITION: HR & Volunteer Coordinator

REPORTS TO: Senior Manager, People & Culture or designate

SUPERVISES: No direct reports

POSITION SUMMARY:

The HR & Volunteer Coordinator will be responsible for supporting the organization's human resources functions and managing the corporate volunteer program. This role includes assisting with employee recruitment, onboarding, and record management, as well as coordinating training and development initiatives. While the coordinator will also be responsible for assisting with organizing staff and volunteer events. Strong communication, organizational skills, and attention to detail are essential for success in this role.

PRINCIPLE ACCOUNTABILITIES:

- Assisting with recruitment and selection for employees, including posting job vacancies, screening applications, scheduling and conducting interviews, and checking references.
- Issue training to new employees and follow-up on any outstanding trainings.
- Manage orientation of new employees including delivering presentations, and providing employees with tours of our centers.
- Support with developing and improving Corporate Volunteer Program.
- Assist with Joint Health and Safety Committee, and Employee Appreciation & Engagement Committee.
- Support improvement projects as needed.
- Assist with filing information into employee files.
- Assist with follow-up with new hires to determine their satisfaction level.
- Make employees and volunteers feel welcomed, valued, and appreciated by engaging with them while at the centers.
- Assist with the preparation of monthly statistics.
- Assist with planning and scheduling employee and volunteer appreciation events and gifts.
- Provide coverage for the Volunteer & Foster Coordinators when required.
- Adhere to guidelines established in the Policy & Procedure Manual, including the reporting of any abuse or other unacceptable treatment of animals
- Must always use discretion and good judgment to ensure the good reputation of the organization.

Perform other duties as required to ensure a positive public image and to improve the function of this organization.

POSITION REQUIREMENTS:

The following are general descriptions of some of the requirements necessary to carry out the duties and responsibilities of this position. The Volunteer and Human Resources Coordinator must have the following skills, among others:

- Post Secondary education in HR or related field.
- At least 1 year of working experience in HR preferred.
- Ability to plan, execute, and implement programs.
- Ability to build and foster effective relationships with staff, volunteers, customers, partners, sponsors, community groups, etc.
- Strong sense of teamwork and collaboration, with the ability to foster the same among others.
- Interpersonal skills to deal with multiple and differing behaviors of fellow staff, volunteers, customers and other organizational contacts.
- Ability to function effectively under stressful and ambiguous circumstances and accept direction.
- Organizational skills to meet time demands and multiple tasks in a high-paced environment.
- Ability to manage multiple and sometimes conflicting priorities and deliver timely results.
- Computer literacy – Microsoft Windows and Word, customized Humane Society programs and basic knowledge of typical office equipment.
- Must treat animals humanely, with compassion and concern both on and off the job.
- Experience with animal body language, positive reinforcement, and behavior modification would be a bonus.
- Holds valid Ontario driver's license with access to reliable vehicle preferred.
- The successful candidate must provide a satisfactory police check
- The successful candidate must be legally eligible to work in Canada

WORKING CONDITIONS

- May be exposed to infectious waste, diseases, conditions, etc., including exposure to viruses and bacteria.
- Fast paced environment.
- Regular work week with some weekends; must be able to attend meetings and events as needed.
- Travel between both Centres required when needed.

COMMITMENT:

- Full-time, 40 hours weekly including some evenings and weekends.
- Able to attend after-hours meetings and events as needed
- Demonstrate regular and consistent attendance and punctuality