



POSITION DESCRIPTION

POSITION TITLE: HR & Volunteer Coordinator

REPORTS TO: Senior Manager, People & Culture or designate

SUPERVISES: No direct reports

The Humane Society of Kitchener Waterloo Humane Society & Stratford-Perth (The Humane Society) is a recognized leader in Animal Welfare. Our mission is to be leaders in animal welfare in our communities focusing on the responsible treatment of animals through education, compliance, advocacy and care.

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

PRINCIPAL ACCOUNTABILITIES:

- Assisting with recruitment and selection for employees and volunteers, including posting 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.
- Assist with stay and exit interviews for staff and volunteers.
- 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.
- Must always use discretion and good judgment to ensure the good reputation of the organization.
- Other duties as required to support the department and 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 HR & Volunteer Coordinator must have the following skills, among others:

- Post-Secondary education in HR or related field.
- At least 1 year of experience in HR preferred.
- Experience in recruitment and training.
- 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.
- Holds valid Ontario driver's license with access to reliable vehicle preferred.
- The successful candidate must provide a satisfactory police check.

In addition to the duties listed above, The Humane Society expects the following of each staff member: adhere to The Humane society policies and procedures; work in a safe manner; act as a role model within and outside the Organization; seek out opportunities for continuous professional development; perform duties as workload necessitates; maintain a positive and respectful attitude; communicate regularly with the Animal Care Manager about department issues; demonstrate efficient time management and prioritize workload; consistently report to work on time prepared to perform duties of the position; meet department productivity standards; participate in The Humane Society's events as needed or required.

The above statements are not intended to be an all-inclusive list of the duties and responsibilities of the position. Rather, they are intended to describe the general nature of the position.

WORKING CONDITIONS:

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