



HR & Volunteer Coordinator

The Humane Society of Kitchener Waterloo & Stratford-Perth is a recognized leader in animal welfare. We are committed to the responsible treatment of animals through education, compliance, advocacy, and compassionate care. Join our team and help make a difference in the lives of animals and the people who love them.

We are seeking a dedicated and organized HR & Volunteer Coordinator to support our human resources and volunteer functions. This role is ideal for someone passionate about people, community engagement, and animal welfare. Working closely with Senior Manager, People & Culture and Volunteer Manager, you will play a key role in recruitment, onboarding, training, and event coordination for both staff and volunteers.

Key Responsibilities:

- Assisting with recruitment and selection processes for employees and volunteers.
- Supporting new employee and volunteer orientations and onboarding, including organizing center tours and delivering training presentations.
- Supporting the development of the Corporate Volunteer Program.
- Conducting stay and exit interviews.
- Fostering a welcoming and inclusive environment for staff and volunteers.
- Preparing monthly statistics and reports.
- Planning and coordinating appreciation events and initiatives.
- Maintaining confidentiality and uphold the organization's reputation.
- Performing other duties as required to support the department and organization.

Qualifications:

- Post-secondary education in Human Resources or a related discipline.
- Minimum 1 year of HR experience preferred.
- Experience in recruitment and training.
- Strong interpersonal and communication skills.
- Ability to manage multiple priorities in a fast-paced environment.
- Proficiency in Microsoft Office and basic office equipment.
- Valid Ontario driver's license and access to a reliable vehicle is preferred.
- Satisfactory police check is required.

Working Conditions:

- Travel between The Humane Society's centers will be required as needed.
- 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 \$39,000 - \$49,000
- Three weeks' annual vacation
- Comprehensive Health & Dental benefits
- Company RRSP Matching
- 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

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.