# VOLUNTEER POSITION DESCRIPTION

# Volunteer Committee Coordinator

Title: Volunteer Committee Chair/Coordinator

Volunteer Term: 1 year

Reporting to: Aphasia Nova Scotia Board of Directors

**Role of the Volunteer Committee Coordinator:**

Provide ongoing support to Aphasia Nova Scotia volunteers and provide supervision and direction to the Volunteer Committee members.

### Responsibilities:

The Aphasia NS Volunteer Committee Coordinator, with the help of committee members, shall:

* Identify target demographic groups whose members would be likely to share common interests with Aphasia NS.
* Maintain a list of websites to advertise volunteer positions and a list of contacts to email when recruiting new volunteers.
* Work with the Aphasia NS Communications Committee to create recruitment advertisements and to post open positions on the website.
* Collect applications and resumes of potential volunteers. Interview them and evaluate their interests/skill sets to place the volunteer where they can best be used and where they will have a satisfying volunteer experience.
* Collect confidentiality agreements and criminal record checks of new volunteers.
* Follow-up with new volunteers after 3, 6, and 12 months to ensure satisfaction with their experience.
* Maintain a list of current and past volunteers and associated records.
* Develop orientation materials and protocols for new volunteers.
* Develop professional development and training resources (e.g., facilitated conversation, aphasia-friendly print materials).
* Support the BOD in the development of volunteer related policies.
* With BOD, organize and implement gestures of volunteer recognition.
* Create job descriptions for Aphasia Nova Scotia volunteer roles
* Plan for volunteer replacement and retention

**Requirements/Expectations:**

**●** Possession of High School Diploma or equivalent GED

● Ability to plan and organize programs and supervise volunteer work

● Excellent communication, verbal and written, and interpersonal skills

● Ability to recruit the right individuals for the volunteer role and motivate them to

give top performance

● Strong problem-solving skills and attention to detail

● Ability to multi-task, meet deadlines and complete appropriate documentation

● Strong conflict resolution and mentoring skills

● Valid and current driver’s license an asset

● Working experience in a relevant field such as health care, non-profit sector,

disability sector etc. an asset

**Training /Orientation:**

● Orientation and training will be provided for volunteers (1-2 hours)

● Need for specific training will be identified in collaboration with the Aphasia Nova

Scotia Board of Directors

**Support:**

#### The Chair of the Aphasia NS Volunteer Committee shall provide a written and verbal report to the Board of Directors on the activities of the committee at each regularly scheduled Board meeting.

**Time Commitment:**

● Ability to work 10-20 hours per month on committee projects and initiatives (with

much work able to be done from home)

● The Volunteer Committee shall meet monthly as required at the call of the committee Chair. Meetings may be conducted via electronic format (e.g., Skype).

#### Resources:

Aphasia NS Google Docs is used for Volunteer Committee documents. Link and access granted by committee chair.

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