

Volunteer Coordinator

FULL-TIME (Contract)

Gilda's Toronto

“There are those who open their hearts to others...who never think twice about giving of themselves. They are the wonderful, warmhearted people who make all the difference in our lives.”

- Gilda Radner -

If you can imagine yourself helping people live while living with cancer then Gilda's Toronto may be the place for you.

Who We Are

Gilda's Toronto is a registered charity that is making an important difference for cancer patients, their family and friends in the Greater Toronto Area. It is one of 175 members of the Cancer Support Community (CSC), the largest professionally led non-profit network of cancer support worldwide, which delivers more than \$50 million in free support services to patients and families.

Gilda's Toronto has often been referred to as “the missing link in the cancer care system.” ~ Patrick J. Gullane, MB,FRCS,FRACS (Otolaryngologist, University Health Network).

Gilda's Toronto is named after legendary comedian Gilda Radner of Saturday Night Live fame, who died of cancer in 1989. While in treatment in the mid-80's, Gilda visited a cancer support community in Los Angeles where she found others going through a similar experience to hers and she drew strength and comfort from that supportive environment. It was Gilda's hope that “such support communities” be available to anyone touched by cancer so no one would have to face cancer alone.

What We Do

The impact of cancer is not only physical but deeply emotional. Gilda's Toronto is a community of support where people facing the fear and uncertainty of a cancer diagnosis, personally or for a loved one, can find strength in others who share their experiences. The supportive and educational programs at Gilda's Toronto are an essential component of a complete cancer care plan and a compliment to medical treatment. Those who seek support in this community are embraced as “Members”.

Since 2001, Gilda's Toronto has improved the quality of life for more than 12,000 Members experiencing cancer-related stress, to restore a sense of control, redefine hope, reduce stress and isolation during and after cancer treatment for improved quality of life. All

programs are provided free of charge so there is no financial barrier to accessing support in this community.

Today, with the added worries related to COVID-19 and the need for physical distancing, Gilda's Toronto operates virtually, connecting with Members online to deliver programs that include education, physical activity and support groups from the comfort of their own homes. This thriving virtual community has become for some, the only connection to emotional support, the only outlet for physical exercise and the only place to meet others who can relate to their feelings of isolation, fear and anxiety.

Position Overview

Reporting to the Executive Director the Volunteer Coordinator is someone who enjoys interfacing with the community and engaging volunteers to support the Gilda's Toronto mission. They understand volunteer engagement best practices and have a passion for building volunteer programs that are inclusive, equitable and accessible. The Volunteer Coordinator will use their knowledge, creativity, and experience of volunteer engagement to support the program and development team in achieving the mission of Gilda's Toronto.

Responsibilities:

Volunteer Coordination & Administration

- Developing and maintaining a diverse volunteer force to support the mission of Gilda's Toronto.
- Identify volunteer assignments that provide meaningful work for volunteers and write the volunteer position description in consultation with staff as appropriate.
- Recruiting, screening, orienting, training, and evaluating volunteers to support a variety of roles: fund development, program delivery, special events, and other projects as required.
- Supporting the staff and volunteer team leads in coordinating and supervising the day-to-day activities of volunteers.
- Supporting the work of the volunteers in their roles as required and receive the appropriate level of supervision.
- Maintaining a volunteer database, records of volunteer hours and preparing reports as required.
- Recognizing and celebrating our volunteers and organizing an annual volunteer recognition event in April during National Volunteer Week.
- Ensure that the diverse, high-quality volunteer program offered is congruent with established mission, philosophy, policies, and guidelines.
- Develop, administer, and review policies, procedures and records which guide the volunteer program and services and reflect the overall values of the organization.

- Understand and comply with volunteer requirements including Vulnerable Sector Screening and AODA.
- Support accurate statistical and database records in accordance with Gilda's Toronto and Cancer Support Community policies.
- Support Gilda's Toronto strategic plan initiatives.
- Support the creation of a budget for the volunteer program.

Communications:

- Providing references for volunteers as requested and based on satisfactory performance.
- Responding to individuals and corporate groups inquiring about volunteer opportunities with Gilda's Toronto.
- Develop and maintain messaging about the volunteer program on the website, social media and Volunteer Toronto postings.

Community Development:

- Support outreach initiatives for the volunteer program and Gilda's Toronto.
- Soliciting feedback from active volunteers to improve both volunteer satisfaction and program/project operations.
- Play a supportive role in community development activities and events, which fund the organization.

Qualifications:

- Relevant post-secondary education or equivalent combination of education, training and experience.
- Volunteer management certificate and training; professional designation a strong asset.
- Minimum of 3 years experience working in the charitable sector in volunteer coordination, supervision and/or management.
- Strong proficiency with Microsoft Office software applications including TEAMS, Outlook, Word, PowerPoint, Excel.
- Experience using a CRM database an asset.
- Strong knowledge of current trends, resources and information related to volunteerism.
- Familiarity in training volunteers in the area of oncology, and grief/loss would be an asset.
- Available for evening hours and weekends as program schedule dictates.
- Knowledge of the local community and cancer support services is preferred.

Commensurate with experience, the successful candidate will receive a competitive compensation package that includes: salary ranging between \$57,500-\$62,500; a comprehensive health benefits plan following three-month probationary period.

The successful applicant will need to undergo and pass a Vulnerable Sector Screening police check.

Gilda's Toronto is an equal-opportunity employer. Gilda's Club is committed to delivering and improving access to employment for all persons with disabilities. Accommodation is available, upon request, in the application and interview process and in the course of all other methods of selection of employees. Successful candidates for employment will be introduced to and trained in respect of all of our human rights, accommodation and accessibility policies.

How to apply

Please send your resume, cover letter via email with the subject line reading "Volunteer Coordinator" in confidence to: info@gildasclubtoronto.org

Application deadline: March 31, 2023

Only those candidates selected for an interview will be contacted. We thank all applicants for their interest in working at Gilda's Toronto.

Employment Type

- Full-Time
- 1 Year Contract with the potential for permanent full-time
- This is a remote position and the successful candidate must be able to work at home as mutually determined in advance.