

# Volunteer Coordinator

## PART-TIME

### 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.**

### Why Gilda's Toronto

Gilda's Toronto is a registered charity that has been a beacon of hope since 2001 for those experiencing cancer-related stress. Patients, their families and friends all benefit from the emotional support and practical resources we provide. Patients especially feel empowered as they gain a sense of control and experience less of the isolation and stress that can come with a cancer diagnosis.

Our comprehensive, evidence-based programs and services support individuals free of charge, each on their own unique cancer journey. We assess and guide new members towards the most relevant of the 600 tailored programs and mind and body activities we provide. From support groups to enhanced virtual offerings, our emphasis on community diminishes the feelings of fear and anxiety members might face.

Gilda Radner would be proud of the work we do in her name. A beloved cast member of Saturday Night Live, she drew strength from her visits to a Wellness Community in Los Angeles during her own cancer treatment. The first Gilda's Club opened in New York City in 1995 to support those touched by cancer. By 2009, Gilda's Club Worldwide had merged with the Wellness Community under the Cancer Support Community (CSC).

Today, we continue Gilda's legacy as part of the largest professionally led non-profit network for cancer support with over 182 locations worldwide. We've been helping people live, while living with cancer since 2001. And we're just getting started.

## 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**

- Develop and maintain a diverse volunteer force to support the mission of Gilda's Toronto.
- Identify volunteer assignments that provide meaningful work for volunteers
- Write the volunteer position description in consultation with staff as appropriate.
- Recruit, screen, orient, train, and evaluate volunteers to support a variety of roles: fund development, program delivery, special events, and other projects as required.
- Support the staff and volunteer team leads in coordinating and supervising the day-to-day activities of volunteers.
- Maintain a volunteer database including records of volunteer hours and reports as required.
- Recognize and celebrate our volunteers; organize an annual volunteer recognition event.
- 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:**

- Provide references for volunteers based on satisfactory performance.
- Respond 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.
- Solicit feedback from active volunteers to improve both volunteer satisfaction and program/project operations.
- Support community development activities and events

### **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 and Canva is an asset.
- Strong knowledge of current trends, resources and information related to volunteerism.
- Familiarity with oncology, and grief/loss is an asset.
- Available for evening hours and weekends as program schedule dictates.
- Knowledge of the local community and cancer support services is an asset.

Commensurate with experience, the successful candidate will receive a salary of \$55,000 prorated to 15 hours a week.

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](mailto:info@gildasclubtoronto.org)

Application deadline: June 13, 2025

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

- Part-time (15 hours/week)
- This is a remote position. The successful candidate must be able to work at home as mutually determined in advance.
- Candidates must reside within commuting distance of the Greater Toronto Area to attend events and meetings as required