

## **SUBCHAPTER VOLUNTEER COORDINATOR**

Children's Wish Foundation of Canada is the largest and only all-Canadian wish granting charity dedicated to granting wishes to Canadian children between the ages of 3 and 17 who are diagnosed with a life-threatening illness. For more than 30 years, Children's Wish and our volunteers have worked tirelessly to grant over 25,000 children and their families a heartfelt wish – each is as unique as the child making it.

Does the role of Subchapter Volunteer Coordinator match your experience, skills and interests?

The role of Subchapter Volunteer Coordinator will act as a representative of Children's Wish Foundation and support the local subchapter by:

- Help ensure local subchapter volunteers are supported through organizational onboarding, including orientation, available training specific to their role, and other processes as required
- Help to identify and initiate opportunities for local recruitment, utilizing Children's Wish Foundation resources and volunteer engagement best practices while working alongside your staff partner.
- Help to maintain a culture of volunteer appreciation and recognition, both at a local level and in support of Chapter wide initiatives, while adhering to Children's Wish Foundation processes
- Maintaining detailed local records for data sharing with your local Chapter office as required

Skills and Experience:

- Experience in all areas of volunteer engagement including recruitment, screening, training, supervision and recognition and/or a human resources background
- Strong connections within the local community, with experience in developing new relationships
- Excellent communication skills, both verbal and written, and comfortable public speaking
- Strong organization skills, with excellent attention to detail.

Time Commitment:

- 2-4 hours a week working in collaboration with subchapter volunteers and your staff partner (including some daytime availability for communication)
- Evening and weekend availability for local meetings and events as required
- A minimum one year commitment to the role

As Subchapter Volunteer Coordinator you will gain the opportunity to work in a team environment and impact the power of a wish, all while gaining hands on role-specific training; building new connections; and developing or expanding professional skill while working with the support of Children's Wish Foundation.