



KAWARTHA LAND TRUST

Job Description - Volunteer Coordinator

Position: Volunteer Coordinator

Reports to: Director of People and Operations

Job Type: Permanent 1.0 FTE (40 hours/week)

Compensation:

Coordinator band \$47,000 to \$57,500 depending on experience, plus competitive benefits package

Start Date: January 13, 2024

The Opportunity

Do you love people AND nature? Are you a natural connector of people with the ability to identify organizational needs and mobilize people to meet these needs in order to accomplish great work? If so, we need you!

Kawartha Land Trust (KLT) is supported by over 250 volunteers whose work contributes to areas such as governance, communications, events, fund development, research, administration, land stewardship and land securement. Volunteers have been integral in building the organization, and continue to be the driving force behind achieving our mission.

Who We Are

Kawartha Land Trust (KLT) is a dynamic land conservation charity with an impressive track record of growth. Our mission is to care for the lands entrusted to us and help others protect the land they love in the Kawarthas. We create nature reserves for future generations by acquiring ecologically important properties and/or interests in properties. We also enhance our stewardship of the land by engaging landowners in land care initiatives through our Partners in Conservation program.

Founded in 2001, KLT protects 43 properties that include more than 7350 acres of ecologically diverse lands, some of which include hiking trails that introduce thousands

of people to nature in the Kawarthas every year. We have achieved our successes through the work of our dedicated and growing team of donors, volunteers and supporters. Together, we can ensure more natural spaces in the Kawarthas are preserved forever.

KLT works within the Treaty 20 Michi Saagiig Territory and we are dedicated to continuing to create meaningful connections and relationships with First Nations communities in our region as we build upon these connections.

For more information on the Kawartha Land Trust, visit us online at <https://kawarthalandtrust.org> and on our social media platforms.

Core responsibilities:

KLT's volunteer program is guided by the Canadian Code for Volunteer involvement (CCVI) created by Volunteer Canada. The CCVI provides standards of practice for involving individuals in meaningful ways to ensure successful integration of volunteers while meeting the needs of both the organization and its volunteers.

The Volunteer Coordinator plays the lead role in coordinating and facilitating all aspects of the volunteer program. They are responsible for fulfilling core volunteer needs such as recruitment, screening, onboarding, general orientation training, support, recognition, tracking and evaluation. In addition, they are responsible for providing guidance, support, training and resources to staff in regards to working with volunteers. This position requires exceptional communication and interpersonal skills, excellent organizational abilities, and a passion for the work of Kawartha Land Trust.

1. Coordination and oversight of KLT's Volunteer program

- a. Responsible for recruitment, screening, onboarding, general orientation training, deployment, support, recognition, tracking and evaluation of all volunteers.
- b. Ensure volunteers are well prepared and supported in all aspects of KLT's volunteer program and understand their responsibilities.
- c. Central point of contact for all volunteers.
- d. Lead contact for volunteer Ambassadors and/or other volunteer groups.
- e. Responsible for administration of the volunteer program including maintaining accurate volunteer files, tracking and recording relevant data, including volunteer hours, and preparing associated reports.
- f. Ongoing monitoring, and annual evaluation of KLT's volunteer program.
- g. Event planning and execution for volunteer recognition and training.
- h. Review and update volunteer handbooks, manuals, volunteer role descriptions, training documents, and other resources, to reflect best practices and ensure volunteers and staff have a clear understanding of process and responsibilities .

- i. Ensure compliance with relevant laws, regulations, and organizational policies related to volunteer management, safety, and confidentiality.
 - j. Ensure the health and safety of volunteers, by identifying and minimizing risk and making all volunteers aware of KLT's health & safety policies and protocols.
- 2. Support to staff**
- a. Responsible for providing guidance, support, training and resources to staff to ensure their specialized needs for volunteers are met.
 - b. Work in collaboration with staff to help identify and meet emerging staff needs with volunteer support.
- 3. Communication**
- a. Communicate volunteer opportunities, impacts and recognition, in collaboration with KLT's Communications Manager, through various channels, including social media, other media, newsletters, and community events.
 - b. Maintain effective and clear communication with staff regarding volunteer needs and collect feedback on a regular basis and help problem solve with staff when challenges arise.
 - c. Maintain effective and clear communication with volunteers regarding needs and expectations.
- 4. Other duties as required**

Required skills, experience and aptitude:

- Previous experience in volunteer coordination, community engagement, or related fields mobilizing people power.
- Strong interpersonal skills with a demonstrated ability to build and maintain meaningful and trusting relationships and foster a sense of community building.
- Demonstrated ability in the creation and delivery of effective and engaging training experiences.
- Proven ability to communicate effectively and diplomatically, both in person with small and large groups, and through written communications to audiences representing a diverse community of supporters including volunteers, donors, community-based partners, staff and Board.
- Cultural competency skills and demonstrated ability to work with people of diverse races, ages, genders, abilities and economic backgrounds. Experience with and commitment to diversity, equity and inclusion principles. Commitment to fostering an inclusive volunteer community, where people of all identities are represented and feel welcome.
- Demonstrated personal experience as a volunteer (in a number of roles is ideal).
- Ability to problem solve, adapt and learn new skills quickly.
- Strong organizational skills.
- Ability to self-direct and work independently.

- Good computer literacy/skills with an aptitude for learning and utilizing technological solutions (Google Workspace, Salesforce).
- Strong attention to detail and accuracy.
- Strong team player and ability to work independently within the team.
- Experience with (preferred), or aptitude to learn how to work within a database to track and manage volunteer data (Salesforce preferred).

Additional Information

- Legally entitled to work in Canada according to the relevant provincial / territorial legislation and regulations.
- Have a valid G2 license and access to a personal vehicle.
- Ability to work flexible hours that include some evenings and weekends and accommodate occasional unplanned requests.

Compensation

All KLT employees are entitled to:

- 1 hour paid lunch.
- Ability to flex-time throughout the week and work in a hybrid remote-work office.
- 10 paid sick days.
- RRSP match.
- Working in a supportive office with passionate people who care about the environment and their co-workers.

Upon successful completion of the 6 month probationary period set by Kawartha Land Trust, employees are eligible for extended health and dental benefits.

Health and Safety

- Kawartha Land Trust is committed to providing a safe and healthy work environment for all staff.
- Orientation on all relevant health and safety rules and procedures and completion of mandatory.
- H&S training is part of standard onboarding procedure.

How to apply

- Your application should include a resume and a cover letter **as one document**, which specifically addresses how your skills and qualifications relate to the job tasks and responsibilities. Please include in your cover letter a summary of why you think the work of Kawartha Land Trust is important.
- **Send application as a PDF or Word document with the following file name format: Last Name_First Name_KLT_Volunteer_Coordinator.**
- Email your cover letter and resume in **one** document to Anna Lee at info@kawarthalandtrust.org, with the subject line "Volunteer Coordinator"

Application” **Deadline for applications is Dec 1, 2024 or until a successful candidate is selected.**

KLT values diversity, equity, and inclusion and encourages applications from all qualified applicants. If you require an accommodation for any aspect of the recruitment process, please contact Anna Lee, Director of People & Operations at alee@kawarthalandtrust.org or 705743-5599 x3.

Thank you for your interest in Kawartha Land Trust. Although we appreciate all applicants taking the time to express their interest in joining the Kawartha Land Trust team, only candidates selected for an interview will be contacted.