



Job Posting Volunteer Engagement Co-ordinator

Helping to give all kids the best chance to live a long and healthy life — that's what we do at the Stollery Children's Hospital Foundation. Is that what you want to do, too?

The position

We are looking for a **Volunteer Engagement Co-ordinator** who will be responsible for providing a wide range of services in support of the Stollery Women's Network (SWN) and volunteer engagement program to continuously engage volunteers in an expanding community which supports the evolving needs of the Stollery Children's Hospital Foundation.

If you're a creative thinker, a strong project manager, and love seeing your work make a real impact, this role is for you. You'll support fundraising streams, lead campaigns, and deliver content and marketing assets that inspire people to give.

The Stollery Children's Hospital Foundation (the Foundation) is strongly committed to an inclusive, respectful and equitable workplace that represents the communities we serve. We value applicants with a diverse range of skills, experiences and competencies, and especially welcome applications from racialized persons/persons of colour, Indigenous Peoples, persons living with disabilities, 2SLGBTQIA+ persons and others who may contribute to the further diversification of ideas.

Key responsibilities

Reporting to the senior manager, volunteer engagement and SWN, you will:

Volunteer engagement programs:

- Assist in the implementation & continuance of a comprehensive volunteer engagement program that provides appropriate volunteer support for major events and Foundation initiatives
- Actively participate in building and maintaining engaging relationships with volunteers
- Provide input into volunteer activity to continuously build innovation and creativity into the programs and processes
- Update and maintain a comprehensive volunteer database in Volgistics; input and keep current related data in Raiser's Edge on an ongoing basis including tracking and documenting volunteer hours
- Update actions tab to record profiles in Raiser's Edge of volunteers profiled in Foundation's social media and volunteer stewardship
- Create and administer volunteer satisfaction surveys, tabulate results and report findings
- Coordinate and oversee established volunteer event, administration, hospital and community outreach programs and third-party events to ensure the programs consistently meet the Volunteer Engagement metrics



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Stollery Women's Network (SWN) program:

- Provide administration support for Advisory, bi-annual meetings, annual strategic planning session, and other meetings and events as needed by preparing agendas, registration lists and name tags, and assisting with logistics on site as needed
- Provide logistical support for SWN's Stollery spotlight and community connect events
- Update materials such as onboarding package, terms of reference, role descriptions, calendar of events and distribution lists
- Maintain donor records in Raiser's Edge including inputting new members, updating current member information and pulling queries to support timely stewardship
- Update and maintain SWN dashboard metrics on an ongoing basis
- Track inventory and report on all products related to the Stollery Women's Network program
- Track and document volunteer hours in Volgistics
- Pull information from Raiser's Edge and Volgistics for promotional purposes on a quarterly basis

Recruitment and volunteer placement:

- Drive the online recruitment of volunteers through the Volgistics program, assist applicants with the online application process and profiles, provide police record check forms and complete one-on-one interviews as needed
- Approve volunteer applications based on volunteer screening protocol
- Document, create, post and maintain active volunteer opportunities and role descriptions for volunteers within Volgistics
- Update Volgistics landing page monthly and volunteer landing page on the Foundation website and events calendar quarterly
- Assist active volunteers in managing their profiles in Volgistics as needed
- Maintain specific volunteer information of a core group of volunteers who can be assigned based on volunteer needs of the Foundation, and appropriately assign roles as needed
- Participate in opportunities with Foundation teams to assist in identifying requirements for volunteer support at key events

Giving comfort campaign:

- Maximize the number of items that can be dispersed by working with Hospital units and the delivery company for timely distribution
- Track inventory levels and re-order items as needed following approval from the Hospital
- Maintain the approved off-site storage facility to ensure it is clean, organized and follows health and safety standards
- Maintain the master spreadsheet in effort to log orders and re-orders, inventory levels, vendors, audits and costs
- Continuously look for operational improvements
- Participate in quarterly inventory spot checks and complete an annual full inventory check
- Oversee comfort item distribution shifts



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Volunteer training, support and recognition:

- Deliver semi-monthly general volunteer orientation programs that educate and inform volunteers of the Foundation's volunteer opportunities and initiatives
- Collaborate with teams to ensure role specific volunteer training is developed, delivered and applied for events as needed such as Snowflake Gala, Corus Radiothon and Teddy Bear Fun Run
- Work on-site as needed at major events to provide volunteer support and troubleshoot volunteer issues
- Co-ordinate and support volunteer recognition initiatives that drive volunteer engagement

Other:

- Actively promote, participate in, and be an ambassador of the Foundation's fundraising activities and events
- Support policies and processes that maintain confidentiality and appropriate handling of volunteer information
- Co-ordinate internal support and resources as needed
- Participate in established volunteer outreach programs to ensure the programs consistently meet the volunteer engagement metrics

As our ideal candidate, you have the following:

- Post-secondary degree or diploma with a preference for specialization in Volunteer Management, HR, or a related field
- 2-5 years' experience leading and co-ordinating volunteer activity
- Active involvement in the volunteer sector
- Excellent interpersonal skills; open, approachable, tactful, and politically sensitive. Has the ability to work well with a wide variety of personalities and situations with discretion
- Proven ability in leading and co-ordinating volunteer activity
- Positive and solution focused attitude, ability to work both independently and as part of a dynamic team
- Excellent administrative skills
- Expertise with the Microsoft Office suite of products, Raisers Edge and Volgistics
- Demonstrated ability to plan, organize, problem solve and make sound decisions
- Ability to grasp strategic concepts, and take initiative to move plans forward
- Proven written and verbal communication skills
- Highly disciplined with the ability to manage multiple priorities and deliver on a variety of commitments and deadlines
- Work effectively in a fast paced team environment
- Ability to work flexible hours, evenings and weekends as needed



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Additional information

- Our successful applicant will be required to undergo a background and credit check
- Our successful applicant will be required to maintain a valid driver's license and access to a properly insured vehicle

The salary range for this position is \$59,500 to \$67,000 annually.

If this position describes you and you're motivated to make a difference in the lives of children, we invite you to submit your cover letter and resumé. This position will remain open until July 23, 2026 or until we find a qualified candidate who's a great addition to our vibrant culture.

To apply, please email: jobs@stollerykids.com

**** Enter "Volunteer Engagement Co-ordinator" in the subject line.**