

## **POSTING: College-Montrose Children's Place (CMCP)**

**Position Title:** Volunteer and Outreach Coordinator

**Position:** Full time - contract

**Hours:** 35 hours per week, including some evening and weekends

**Salary Range:** \$21-23/hr.

**Location:** CMCP EarlyON Child and Family Centre

### **ABOUT COLLEGE-MONTROSE CHILDREN'S PLACE:**

CMCP has supported Healthy Children, Healthy Families and Healthy Communities in downtown west Toronto since 1983. Working with our many community partners we create and adapt Family Support and Early Learning Programs to meet the changing needs of children and their families. We are committed to excellence and strive to achieve the highest quality standards in all that we do. College-Montrose Children's Place creates welcoming inclusive environments that value the diversity of its communities. For more information, please visit our website at [www.cmcp.ca](http://www.cmcp.ca) To help ensure the safety of our community, Covid-19 Vaccination policy is in place that states all CMCP staff and volunteers must be fully vaccinated.

### **CMCP PROGRAMS:**

CMCP operates and manages EarlyON Child and Family Centres and its satellites, as well as Family Resource Programs. We offer early learning, literacy and parenting programs and services for parents/caregivers and children from age 0 to 6 yrs. We provide places for children and their parent/caregivers to take part in activities, obtain information about child development and access services to support their children's development. Programs are held throughout downtown west Toronto.

### **Job Overview**

This position has a dual focus with equal time to be devoted to each of the two areas of responsibility

- 1. Volunteer Program:** Volunteers play key role in the delivery and management of CMCP programs. The Coordinator will recruit, orient and screen volunteers who will participate in a range of CMCP programs and activities, including fundraising.
- 2. Outreach Program:** CMCP endeavours to reach out to all families in its services neighbourhoods prioritizing reaching vulnerable families. This takes mindful and planned client and community engagement. The coordinator will devise and implement communication strategies to support the Community Engagement Manager in meeting the operational and development goals of CMCP.

### **RESPONSIBILITIES:**

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## **1. VOLUNTEERS**

- Build on an existing system for volunteer recruitment and support.
- Liaise with staff to identify volunteer recruitment needs.
- Maintain a database of skills available through volunteers.
- Recruit volunteers in appropriate positions within CMCP or other EarlyOn programs in the riding as per staff requests.
- Interview and screen volunteers.
- Ensure volunteers are oriented to their assignments.
- Provide systematic opportunities that are motivating and supportive of volunteers.
- Work in collaboration with staff teams to provide volunteer support for programs and events.
- Maintain volunteer records, including information on skills, placement, development, and recognition history.
- Ensure volunteer hours and contributions are accurately maintained.
- Recognize and support volunteers as needed including planning and implementing an annual volunteer recognition event.
- Respond to information needs and requests from volunteers and potential volunteers.
- Contribute to new and innovative ways of improving volunteer experiences.
- Identify and help deliver capacity building opportunities for volunteers.
- Responsible for volunteer retention through recognition, conflict resolution, communication and relationship building.
- Work closely with Community Programs Manager and site lead.

## **2. Communication/OUTREACH**

- Develop innovative ways to engage the community for the purposes of participation and programs and involvement in the organization at all levels
- Develop links with, businesses, foundations and other individuals and strengthen existing ones to encourage engagement and support of the organization
- Have regular communication with the public, including Donors, supporter and volunteers, through newsletters and other forms of communication.
- Monitor and assess changing community needs and available resources for families.
- Provide regular feedback about these needs to the CMCP management team.
- Research and analyze any barriers families may experience regarding participation in CMCP programs and develop strategies to overcome any identified barriers.
- Attend community events and meetings and grows those relationships as needed. Ensure relevant information is shared between any networks and CMCP.
- Develop/maintain ongoing calendar of events/promotions and implements annual plan to allocate resources to support organizational mission and increase CMCP's profile in the community.
- Maintain database of media, politicians and community supporters.
- Document and evaluate outreach strategies, and report on the outcomes to the management team.
- Create outreach materials and utilize social media platforms to reach families

## **Other General Responsibilities**

### 3. STAFF TEAM DEVELOPMENT

- Participate in all scheduled and special staff meetings.
- Prepare a monthly report for the management team and present highlights of activities at every staff meeting.
- Participate in CMCP organization wide events and other relevant community events.

### 4. ADMINISTRATION

- Ensure accurate records and files are kept of work in progress and completed.
- Provide written reports to the management team, funders or Board as needed.
- Ensure data and statistics are collected, recorded and entered for all services as required by the funder(s) and as part of CMCP's data and statistics collection system.

## Qualifications

- Exceptional organizational and communication skills (both verbal and written).
- Must possess strong interpersonal and public speaking skill with a commitment to provide respectful, culturally-competent communication.
- Proven skills in outreach, needs assessment, and adult training.
- Demonstrated management and group facilitation skills.
- Knowledge and understanding of issues facing culturally diverse and low-income families.
- Demonstrated ability to function in a leadership capacity in a team setting.
- Willingness to work occasional evenings and weekends.
- Ability to speak a second language is an asset.
- Knowledge of and ability to use computer/database systems including Microsoft Office.
- Graphic design skills.
- Knowledge of social media platforms

All successful applicants will be required to complete an attestation that they have received at least two Covid-19 vaccinations. Successful applications will also be required to complete a vulnerable sector screening. Qualified individuals are invited to submit their application by email with subject title **Volunteer and Outreach Coordinator** to [dkobrosly@cmcp.ca](mailto:dkobrosly@cmcp.ca) by Aug. 26/22.

CMCP encourages applications from candidates, whose background is diverse in terms of culture, race, language, religion, class, gender/sexual orientation, including those who may need accommodation. Only applicants selected for interviews will be contacted. No phone calls please. CMCP is a scent free environment. **CMCP is committed to providing accommodations for individuals with disabilities, upon request.**