

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

**Position Title:** Volunteer and Outreach Coordinator

**Position:** Part time - contract

**Hours:** 21 hours/week, including some evening and weekends

**Salary Range:** \$22/hr.

**Location:** CMCP

### **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)

### **CMCP PROGRAMS:**

CMCP operates and manages EarlyON Child and Family Centres and its satellites, Family Resource Programs and a Community Foodbank. 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 and family needs. 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 COORDINATION**

- Developing and implementing recruitment strategies to attract qualified volunteers for the delivery of CMCP's regular programs, fundraising initiatives, special events and additional needs;
- Screening and interviewing volunteer candidates to assess suitability for available positions;
- Collaborating with the Community Engagement and Programs Managers, and program staff to review volunteer needs on an ongoing basis;
- Onboarding and orienting new volunteers in adherence with CMCP's policies, procedures, and organizational requirements;
- Maintaining an accurate and secure record of volunteer data, including personal and placement information, hours of engagement and contributions;
- Planning and executing formal and informal volunteer appreciation initiatives, including an annual recognition event;
- Providing support, distributing resources, and relationship-building to optimize volunteer engagement, retention and satisfaction;
- Evaluating and incorporating volunteer and staff feedback to refine CMCP's volunteer program;
- Fostering a motivating and supportive environment amongst volunteer, staff and participants at CMCP.

#### **2. COMMUNICATION/OUTREACH COORDINATION**

- Developing CMCP's strategic communications plan under the supervision of the Community Engagement Manager;
- Creating and regularly distributing digital and print communications, including flyers, social media posts, newsletters and more;
- Researching trends within the family support and early education sectors to guide information-sharing initiatives;
- Collaborating with local businesses and community organizations to expand CMCP's outreach efforts through new and existing partnerships;
- Maintaining a content calendar of important dates to highlight across CMCP's social media platforms, including multicultural and public holidays, special events, and program closures;
- Scheduling posts and monitoring engagement across CMCP's social media channels to ensure timely responses to participants' comments and messages;
- Documenting, evaluating and reporting on outreach initiatives each month to the CMCP team.

## QUALIFICATIONS

- Excellent verbal and written communication skills;
- Strong interpersonal skills and cultural competency;
- Experience in social media management, content creation/graphic design (e.g. Canva), copywriting and/or marketing;
- Experience in volunteer management, including recruitment, screening, recognition and training;
- Must have proven ability to work both independently, collaboratively, and within a leadership capacity;
- Knowledge and understanding of issues facing culturally diverse and low-income families;
- Ability to work occasional evenings and weekends;
- Knowledge of and ability to use computer/database systems including Microsoft Office;
- Ability to speak a second language is an asset;
- Knowledge of family support, early childhood education, and non-profit development is an asset.

Successful applications will also be required to complete a vulnerable sector screening. Qualified individuals are invited to submit their application by email with subject line "**Volunteer and Outreach Coordinator**" to [dkobrosly@cmcp.ca](mailto:dkobrosly@cmcp.ca) by May 23/2024.

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.**