



*Helping people live sustainably*

## Volunteer Opportunity **Volunteer Coordinator**

Local environmental charity seeks a highly organized individual with relationship-building skills to lead the volunteer management, engagement and appreciation activities needed to keep Reep Green Solutions a highly regarded organization to volunteer with.

**Reep Green Solutions** is an environmental charity that helps people in Waterloo Region live sustainably. We work to empower people with the practical tools, knowledge and capacity for action to make sustainable living the norm. Our current focus areas are home energy efficiency, water conservation, green infrastructure, and waste reduction. In short, we work together with the community on practical solutions for addressing and adapting to climate change.

### **The Role of the Volunteer Coordinator:**

- Oversee all volunteer management operations;
- Be the first point of contact for newly recruited volunteers and lead onboarding processes;
- Initiate and facilitate volunteer engagement and retention initiatives;
- Ensure effective offboarding processes and identify continuous improvement opportunities;
- Oversee the Volunteer Recruitment Lead to ensure effective recruitment activities;
- Manage the internal volunteer management database;
- Provide support for staff team related to volunteer activities, as needed.

### **We're looking for someone with:**

- Experience managing volunteers;
- Strong volunteer or employee engagement skills;
- Clear and effective written and in-person communication skills;
- Excellent relationship building skills;
- Ability to identify continuous improvement initiatives;
- Strong organizational skills
- Training and/or experience in volunteer management an asset.

### **Term:**

We are looking for a 1-year commitment from a dedicated volunteer, donating approximately 4-6 hours weekly, as well as weekly in-person meetings and attendance at monthly team meetings.

### **If you are interested in joining our team, please send your:**

- a) Cover letter/email explaining why you are interested in this position &
- b) Resume/summary of applicable skills and work experience

via email to Volunteer Recruitment Lead, Anja Krstic at [volunteerrecruitment@reepgreen.ca](mailto:volunteerrecruitment@reepgreen.ca).

\*Please Indicate where you heard of this posting.

*Reep Green Solutions offers a fun and caring team environment consisting of staff and volunteers, working towards the shared goal of leaving our children a more resilient, vibrant, caring and sustainable community.*

**Phone:** 519-744-6583

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**Website:** [reepgreen.ca](http://reepgreen.ca)

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**Charity registration #: 81585 2348 RR0001**