



## SUMMER CAREER PLACEMENT JOB POSTING

Please note this position is subject to Canada Summer Jobs Funding approval.

**Job Title:** Volunteer Centre Coordinator  
**Location:** Surrey Head Office  
**Position:** Summer position for a maximum of 16 weeks - April 23, 2019 to September 01, 2019  
**Wage:** \$12.65 to 13.85 per hour; Full-time 35 hours a week  
**Conditions:** Must be able to work full-time from April 23, 2019 to September 01, 2019

**Job Summary:** Perform various duties related to the operations of Surrey Volunteer Centre

### Work Tasks and Responsibilities

- Update and maintain the database of volunteers registered with Surrey Volunteer Centre.
- Assess volunteer work experience needs of potential volunteers.
- Ensure that all volunteers receive adequate, ongoing support to enable them to achieve their volunteering goals.
- Maintain and update program participants' records while ensuring confidentiality.
- Promote the Surrey Volunteer Centre at public events
- Perform tasks including filing, photocopying and typing to provide administrative support to the projects.
- Connect with organizations, agencies and institutions offering volunteer opportunities.
- Arrange work experience and practicum placements for the selected volunteers.
- Support seniors, persons with disabilities, and new immigrants to find volunteer opportunities
- Monitor and support the work / volunteer experience placements of the clients.
- Other assigned duties as required

### Skills and Abilities

- Software skills (MS Office Suite)
- Knowledge of electronic databases
- Collaborative skills with ability to work independently
- Communication and interpersonal skills

### Level of Education and Experience

Enrolled in or interested in enrolling in a Business, computers and technology, or Communications program. Experience in or interested in gaining experience in community social services / non-profit sector.

### ELIGIBILITY

To be eligible, applicants must:

- be between 15 and 30 years of age at the start of the employment
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

**How to Apply:** Please submit a resume and cover letter to PICS HR Department at [career@pics.bc.ca](mailto:career@pics.bc.ca)

**Please include the job title in the email subject.** We thank all who apply, but only applicants selected for an interview will be contacted. No phone calls please.