



Brunswick Street Mission

Volunteer and Program Coordinator

Brunswick Street Mission, located in Halifax, seeks to inspire a better quality of life that addresses physical, emotional, practical and spiritual needs for those experiencing poverty.

We achieve this by providing essential services to the community, while maintaining a commitment to addressing the root causes of poverty within the Halifax Region. Our services include Trusteeship, Tax Clinic, Outreach, Clothing Centre, Food Bank and Breakfast Program.

Position Summary

The Program and Volunteer Coordinator recruits, trains and supports volunteers, and oversees designated programs. If you are creative, outgoing, love people, enjoy program development and creating community we would very much like to meet you.

This position takes responsibility for:

Volunteers

- Oversees recruitment, training, retention, support, assignment and records for all volunteers.
- Regular communication and updates for volunteers on activities taking place at the mission.
- Support volunteers in day-to-day problem solving and service delivery.
- Support the Executive Director (ED) in any initiatives to collect client feedback.
- Collect volunteer input and ideas and makes front-line changes to support/improve frontline program delivery and client experience.
- Anticipate volunteer demands based on activities and maintain up to date roster of potential volunteers to call with contact information and mandatory forms on volunteers
- Plan volunteer appreciation days/events to help keep morale of volunteers and availability

Programs

- Develop programs based on community feedback and need in collaboration with the ED.
- Modify existing programs based on stakeholder feedback in collaboration with the ED.
- Support the ED in statistical collection and analysis of program use.
- Maintain a roster of all programs and provide timely update to volunteers based on their interests and availability.



Brunswick Street Mission

Volunteer and Program Coordinator

We are looking for someone who has:

- Formal education in Social Work, Volunteer Management, Leadership with a minimum of 3 years' experience or a combination of work experience and education that covers the aforementioned.
- An extensive understanding and familiarity of the needs and culture of the North End of Halifax or a similar community.
- Understanding of continuous quality improvement in the field of volunteer recruitment and programming needs.
- Understanding of mental wellness, asset-based services and trauma-informed care.
- Understanding of the impacts of colonization and inter-generational trauma.
- Strong computer and communication skills, including written, verbal and listening skills.
- Ability to work with a diverse population.
- Friendly, with a positive attitude.
- Strong attention to detail.

Application Details:

At Brunswick Street Mission we are committed to a community culture where diversity and inclusion are at the forefront. We welcome and encourage applications from Indigenous persons, persons with a disability, racially visible persons, women, persons of minority sexual orientation and or gender identity, and folks who would contribute to the diversity of our community.

Position: Full-time (40 hour/wk.).

Salary: Commensurate based on experience and qualifications

Benefits Package

To apply, email your cover letter and resumé to:

mission@brunswickstreetmission.org