

MS Society of Canada, BC & Yukon Division
Volunteer Position Description
Volunteer Resources Assistant

Purpose: To provide volunteer coordination and administrative support to the Coordinator, Volunteer Resources, for various events throughout the year.

Responsibilities:

- Assist Coordinator, Volunteer Resources, in achieving & exceeding event volunteer recruitment goals.
- Assist with recruiting, scheduling and training event volunteers.
- Provide administrative support including: formatting written material, mail merges, data entry.
- Perform general office duties including: operating fax and photocopy machines, filing.
- Assist with training sessions including preparation, registration, and follow up communications.
- Organize supplies and equipment prior to event day(s).
- Onsite event days to assist in providing direction and training to event volunteers

Skills, Attitudes, Knowledge Required:

- Previous experience working in an office environment
- Exceptional computer skills including Word, Excel, Internet Explorer
- Accurate data entry, detail oriented
- Excellent organizational and communication skills; ability to multi-task
- Previous volunteer coordination experience

Training and Orientation:

- Orientation to the MS Society including background information on the Society and information related to MS
- One on one training with Coordinator, Volunteer Resources

Time Commitment: 8 hours per week during office hours (Mon-Fri 8:30am – 4:30pm). A minimum 1 year commitment is requested.

Supervisory Relationships/liaison: Candidate will be supervised by, and liaise with, the Coordinator, Volunteer Resources.

Authority/Decision Making: Must be comfortable making decisions and problem solving with minimal supervision.

Volunteer Benefits:

- Grow and practice skills coordinating volunteers for large special events
- Enhance administrative, organizational, and leadership skills
- Opportunity to work with a Volunteer Management professional in a well respected national non-profit.
- Coffee/tea
- Reference letter