



RAINBOW RESOURCE CENTRE

Posting Date: June 25, 2024

Job Posting: Volunteer Coordinator

Rainbow Resource Centre nurtures inclusive spaces for the 2SLGBTQ+ community to thrive.

Job Title: Volunteer Coordinator

Title of Immediate Supervisor: Director of Services

Position Mandate:

Rainbow Resource Centre's 2022 Strategic Plan outlines three key goals – to provide services and resources that respond to identified need, to create space for communities to meet, organize and support people, and to advocate with and on behalf of the 2SLGBTQ+ community.

The Volunteer Coordinator is responsible for the recruitment, retention, recognition and ongoing coordination of Centre volunteers and social groups.

Primary Responsibilities

- Recruit, train, and support volunteers for all the Centre's operations that require volunteers, including, but not limited to programming, social groups, summer camps and special events. This may include onsite coordination of volunteers.
- Schedule, plan and implement volunteer trainings, and update relevant training manuals and materials.
- Ensure that appropriate checks (e.g. Child Abuse and Criminal Record) are successfully completed for all volunteers, where relevant.
- With support of the Community Relations and Event Manager, plan and coordinate volunteer appreciation and related events.
- With support of the Communications and Education Manager, promote volunteer-led programming on social media and the Centre's website
- Maintain and update volunteer information database.
- Collaborate with relevant staff to assist in planning and implementing events and programming where volunteers are required.

General Accountabilities

- In consultation with management, develop and implement a workplan and an evaluation plan.
- With supervision from management, participate in management of program budget, including budget planning and development, and tracking expenditures.

P: 204.474.0212 TOLL-FREE: 1.855.437.8523

545 Broadway, Winnipeg, MB R3C 0W3

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- Complete relevant administrative functions and documentation (i.e. time sheets, educational requests, professional development, vacation requests, stats trackers for the volunteer program and its social groups, incident reports, and expense accounts);
- Actively participate in relevant meetings and projects.
- Collaborate with and/or assist other Rainbow Resource Centre program coordinators with special events and programming.
- Participate in the development, implementation, and maintenance of appropriate volunteer policies and procedures and all other Rainbow Resource Centre guidelines.
- Other related duties as assigned by and negotiated with management.

Education:

Post-secondary education or a combination of relevant experience in a related field such as project management, education, business administration, community development, communications, or marketing.

Knowledge, Skills and Experience:

- Experience recruiting, training, and supervising volunteers.
- Experience in community organizing and/or community group coordinating and/or event and conference planning.
- Experience organizing and managing multiple tasks with competing deadlines and priorities.
- Demonstrate an understanding of program planning and evaluation.
- Excellent communication, conflict resolution, and interpersonal skills.
- Knowledge of 2SLGBTQ+ population issues, including addictions, mental health, violence, STBBIs, HIV/AIDS, discrimination, and other systemic issues.
- Demonstrated understanding of heterosexism, cissexism, and other oppressions and how they impact youth, individuals, families, institutions, and communities.
- Understand trauma-informed practices including Harm Reduction and a client-centre approach.
- Demonstrated awareness of community resources and appropriate 2SLGBTQ+ friendly referrals.
- Professional or volunteer experience as a workshop facilitator, public speaker, and/or educator
- Proficiency in Microsoft applications.
- Bilingualism or multilingualism is an asset.
- Experience working in a non-profit setting an asset.
- Valid Class 5 Drivers License.

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Working Conditions:

Working hours are generally Monday to Friday from 9:30am to 5:00pm. Must be willing to work flexible hours to accommodate occasional evenings and weekends for special events, programming and our summer camps. This is a unionized position (CUPE 2348). Rainbow Resource Centre offers health, dental, and employee assistance plan benefits.

Salary: \$40,416 - \$45,517

Rainbow Resource Centre encourages applications from applicants who identify as part of the 2SLGBTQ+ community and identify as Indigenous, Black, a person of colour and/or a person with disabilities. We are strongly committed to building a team that reflects the community that we serve. If there are way we can remove barriers to the application process, please let us know and we will work with you to meet your needs.

Application Deadline: July 9, 2024, at 4:00 PM

Please email cover letter and resume to the attention of:

Liana Lutz

Rainbow Resource Centre

545 Broadway Winnipeg, MB R3C 0W3

accounting@rainbowresourcecentre.org

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