



CITY OF COLWOOD JOB POSTING

POSTING ID #:	COC20240418_VOLC
POSITION TITLE:	VOLUNTEER COORDINATOR
DEPARTMENT:	COMMUNICATIONS & ENGAGEMENT
POSITION TYPE:	TEMPORARY PART-TIME AUXILIARY
POSTING TYPE:	INTERNAL/EXTERNAL
SALARY:	Pay Grade #37.98/hr (2024 rate)
HOURS OF WORK:	21 hours/week, with some evening & weekend work.
BENEFITS:	Benefits are per the Terms of the Collective Agreement for Auxiliary Employees

The City of Colwood, on the traditional territory of the Songhees and Kosapsum Nations, is a spectacular seaside community set apart by its outstanding natural setting and exceptional quality of life for people of all ages and abilities. Preserving connections to nature and protecting our natural environment while supporting the prosperity of residents and businesses are priorities for the City. Just 25 minutes from downtown Victoria on the West Shore and home to roughly 22,000 residents, the City of Colwood is a great place to work, live, and play.

The City of Colwood has an opportunity for a **Part-Time Auxiliary VOLUNTEER COORDINATOR** in the **Communication & Engagement** Department. This is a UNION position with CUPE, Local 374.

This is a temporary auxiliary position; the expected term is from May/June 2024 to March 2025. The City anticipates there may be potential for an additional term in 2025. The additional term would be subject to confirmation of continued available funding for that budget year and meeting requirements within the CUPE 374 collective agreement.

NATURE AND SCOPE OF WORK

Reporting to the Manager of Communications & Engagement, the Volunteer Coordinator will work to develop a volunteer program that promotes connectedness, inclusion, and community pride. The Volunteer Coordinator will support volunteerism in Colwood by liaising with existing organizations and community groups, supporting the establishment of new community groups, and connecting residents with meaningful volunteer opportunities.

Some travel within the region may be required for offsite meetings and events. Regular working hours may include evenings or weekends to accommodate volunteer activities that take place outside of business hours.





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MINIMUM TRAINING AND EXPERIENCE REQUIRED

- Graduation from a post-secondary institution with a degree or diploma in Recreation or a related discipline, plus two years related experience working with volunteers; or an equivalent combination of training and experience.
- The successful candidate must be able to supply and maintain a clear Police Information Check.
- Valid Class 5 Driver's License for the Province of British Columbia is an asset.

A complete job description is available at www.colwood.ca/careers.

Using the subject line **POSTING ID# COC20240418_VOLC**, please submit your resume and a **detailed cover letter demonstrating how you meet the minimum requirements**, in confidence, to careers@colwood.ca.

Applications will be accepted until 4:30pm on Tuesday, April 30, 2024

The City of Colwood values diversity and is committed to employment equity.

