



Carlington Community Chaplaincy

102-1465 Caldwell Avenue Ottawa ON K1Z 8L9

(613) 728-9933

carlingtonchaplaincy.com

Program and Volunteer Coordinator

Part Time Position Available: 20 hours per week

The Carlington Community Chaplaincy is looking for a Program and Volunteer Coordinator beginning September 2020, to work serving in the oldest and largest social housing project in Ottawa.

Reporting to the Chaplain, the main focus of the work is to coordinate the planning and daily operations of Chaplaincy programs, to develop and initiate new programs that respond to the needs of the community and to recruit and train volunteers for the programs.

Applicants should have an understanding of issues related to people living in social housing and poverty and the ability to work with people experiencing crisis.

Applicants should demonstrate God's delight towards people of a variety of cultures, sexual orientations, and faiths.

The Program Coordinator has, or is working towards, a college diploma or bachelor's degree in social sciences, arts or recreation.

Salary range begins at: \$20.00 – \$22.00 per hour, dependent on qualifications.

Deadline for applications: August 26, 2020

Send cover letter and resume to the attention of:

Harold Rode at president@carlingtonchaplaincy.com

Chair, Carlington Community Chaplaincy Council

We thank all applicants for their interest. Please note that only those selected for an interview will be contacted.



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Part Time Program and Volunteer Coordinator Job Description

20 hours per week during the program period, 47 weeks per year. There is approximately a week off between Christmas and New Year, two weeks in the summer, and a further flexible two weeks.

At the current time, COVID-19 restrictions will require considerable flexibility in employment responsibilities. Even given current COVID-19 restrictions, applicants should be aware that the position requires on-site (frontline) work where physical distancing can be largely maintained, and PPE is provided for situations where physical distancing cannot be maintained.

In normal operations, the coordinator will report directly to the Chaplain on his/her responsibilities which shall be to:

- a) Coordinate the planning and daily operations of most Chaplaincy programs and initiatives. Work closely with community leaders who help facilitate Chaplaincy programs.
- b) Recruit, train and support volunteers for existing and new programs, providing advice, recommendations, guidance to the Chaplain and the Board around issues of volunteer recruitment, training and recognition.
- c) Develop, initiate and maintain programs that respond to the needs of the community and facilitate discussion of programs and initiatives that are requested by the community members that will maximize the use of the available space and attract more people to the Chaplaincy.
- d) Set up pilot projects for evaluation by the Program Committee or Board as required.
- e) Organize events such as Open Houses, community meals, volunteer recognition events and additional social or arts-based special events.



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- f) Develop promotional material for Chaplaincy activities for the information of the community, our community partners, and funders/donors (including our supporting churches). Update the Chaplaincy website and social media accounts.
- g) Develop and maintain partnerships with other service providers in the community. In partnership, support programs and events that involve the wider community.
- h) Support the strategic development of the organization.

Requirements

- College diploma or bachelor's degree in social sciences, arts or recreation, or current enrollment in one of the above programs
- Understanding of issues related to people living in social housing and poverty
- Ability to work with people experiencing crisis
- Excellent interpersonal skills
- Excellent computer skills including Microsoft Office (Word, Excel, PowerPoint), G-suite, online design platforms (including Canva and MailChimp) and social media
- Comfortable updating website platforms
- Excellent organization skills
- Experience working with volunteers

Assets

- Knowledge of second language (i.e.: French, Arabic)
- Volunteer coordination experience
- Arts background
- Counseling experience
- First Aid and CPR certification
- Professional development in mental health-related topics