

Waterloo Region Grassroots Response to the Ukrainian Crisis

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Waterloo Region Grassroots Response to the Ukrainian Crisis is a grassroots group of local residents that came together at the start of the war on Ukraine to assist Ukrainians fleeing to Waterloo Region. Over the last year we have started to expand into Wellington, Huron, Perth, and Oxford Counties. Our volunteers help both Ukrainians and hosts and assist with orientation, settlement support, social support, translation, transportation, English lessons, employment and much more. By joining our team you will help to build what has already been created by hundreds of volunteer. It is our hope that you will believe in what we are doing as much as we do and have the desire to keep creating solutions for Ukrainians fleeing the war.

Volunteer Coordinator

Position Overview:

We are seeking a dedicated and passionate part-time Volunteer Coordinator to join our grassroots group. As Volunteer Coordinator you will be responsible for the interviewing and assigning volunteers for placement in different roles based on their interests and the needs of our various teams. They will maintain accurate records, work with team leaders to ensure their needs are met and help address any issues that may arise. They will also follow up with volunteers to ensure that they are satisfied. This role requires excellent communication, interpersonal, and organizational skills.

Responsibilities:

1. Maintain and monitor our volunteer database, keeping up to date records of volunteers information and assignments.
2. Onboard new volunteers.
3. Keep track of information on volunteers availability and skills.
4. Assign volunteers to specific team leaders who are in need of additional volunteers.
5. Communicate regularly with team leaders to determine if more volunteers are needed.
6. Assist team leaders in determining what type of volunteers may be needed in their teams.
7. Communicate on a regular basis with volunteers to ensure they are satisfied and well placed.
8. When requested by volunteers or teams, sort through the volunteer database to find specific volunteers to fulfill tasks if there is no one else within the teams able to complete the task.

9. Communicate regularly with volunteers through various communication methods such as telephone, whatsapp, Facebook, and Slack.

10. Work with our communications team to recruit volunteers when needed.

11. Assist the Leadership Team to develop additional steps in ensuring we are supporting our volunteers fully as well as ensuring we have enough volunteers to support Ukrainian newcomers and the people offering housing.

12. Create ways to demonstrate our appreciation for our volunteers.

Qualifications:

- Experience in volunteering at a local level.
- Proficient in English written and verbal communication skills.
- Proficiency in Ukrainian and Russian written and verbal communication is a plus
- Have experience working in Google spreadsheets and Google documents.
- Ability to work independently and collaboratively in a fast paced environment.
- Able to work flexible hours.
- Have a desire to connect with volunteers through numerous methods
- Have a desire to ensure that our volunteers are successful in their roles
- Excellent organizational and team coordination skills.
- Ability to think outside the box
- Desire to help create a successful group and able to work with others to problem solve solutions even if it outside the scope of their work

Join our dedicated team and make a meaningful impact. Together we can work towards achieving our mission and creating positive change in the community. To apply, please submit your resume and cover letter.

Hours: 15 hours a week

Wages: \$20 an hour

You will be hired by Kitchener Waterloo Multicultural Center and managed by Waterloo Region Grassroots Response to the Ukrainian Crisis.

Please register by August 4th, 2023

The job will stay open if we are unable to find a candidate during this time. Please apply as long as you see this job posted on our website.