



## HOME & COMMUNITY SUPPORT SERVICES OF GREY-BRUCE

Our agency offers support services including Meals On Wheels, Movin' GB Transportation, Friendly Visiting, Housekeeping, Congregate Dining, Overnight Relief and Day Away Programs throughout Grey-Bruce.

### **Job Vacancy: Team Leader – Volunteer Development**

This position develops the volunteer resources at HCSS through progressive leadership and direction. Many HCSS short & long term strategic goals are met through dedicated volunteers. This Team Leader will work with HCSS staff and volunteer stakeholders to ensure adequate volunteer resources are in place to meet service needs, and to ensure that volunteers are valued members of our human resource team. In addition the Team Leader is directly involved in efforts to market and promote HCSS to clients, caregivers, potential volunteers and donors. The management of the Friendly Visiting Program is also a responsibility of the Team Leader.

#### **QUALIFICATIONS:**

- University degree or equivalent
- Volunteer Resource Management Certificate
- Working knowledge of Community Support Services and Health Care
- Working knowledge of current trends in volunteer management
- Exceptional written and verbal communication skills
- Experience making presentations to small and large groups
- Ability to work with teams comprised of staff and volunteers
- Demonstrated ability to provide superior customer service and apply sound judgement when working with volunteers and members of the public
- Experience developing and maintaining relationships with community partners
- One year of experience with a variety of Social Media platforms
- Current driver's license and reliable vehicle

This is a permanent part time position, at 21 hours per week. Travel throughout Grey-Bruce is required, with some flexibility regarding the base of work.

Please send resume by **October 17, 2018** to:  
Carol Weigel, Programs Director  
cweigel@homecommunitysupport.com

For more information see [www.homecommunitysupport.com](http://www.homecommunitysupport.com). Home & Community Support Services of Grey-Bruce is an equal opportunity employer. Only successful applicants will be notified.