



**Position:** Volunteer Coordinator

**What's in it for you:** This is an opportunity for you to develop management and communication skills. You will help make a difference in the lives of people who stutter through connecting volunteers with opportunities to achieve their personal and professional potential.

**Purpose:** Volunteer Coordinators plays a key role to ensure individual volunteers feel comfortable with their positions and fully understand their responsibilities. You will mainly be responsible for recruiting and managing volunteers for the CSA.

**Key Responsibilities:**

- Recruit, screen, and interview prospective volunteers
- Liaise between volunteers and the CSA Board to identify meaningful work
- Serve as the point of contact for volunteers to ensure they are satisfied and well-placed
- Maintain detailed records of volunteers' information and assignments

**Skills:** We are looking for someone who is passionate about CSA's mission of supporting Canadians with stutters and their families. CSA's Volunteer Coordinator have strong work ethics and excellent communication, organizational, and teamwork skills.

**Experience:** Previous experience with management is preferred. Backgrounds in human resources, social studies and/or non-profit work would be an asset.

**Time Commitment:** 1-2 hrs/week; flexible hours