

Manager of Volunteer & Staff Engagement

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| Job Title: | Manager of Volunteer & Staff Engagement |
| Reports To: | Chief Executive Officer |
| Location: | 300 Milroy Dr., Peterborough, Ontario |
| Salary: | \$58,000-\$63,000 annually |
| Status: | Full Time |

“Build” Your Future With Us

Are you a people person who wants to help empower through affordable housing? Are you a detail-oriented self-starter? This might be the job for you.

Habitat for Humanity Peterborough & Kawartha Region (Habitat PKR) is seeking a high-performing and mission-driven individual to join our small and growing team. Working closely with the Chief Executive Officer, the Manager of Volunteer & Staff Engagement will contribute to the growth of the organization by helping our people thrive while maintaining clear and concise records. As the Manager of Volunteer & Staff Engagement your day is filled with diverse and engaging initiatives that effectively put to use your talent and passion to create an exemplary volunteer and staff experience at Habitat for Humanity Peterborough & Kawartha Region. You will make a real difference in the life and work of the people who are committed to advancing the mission of Habitat PKR.

This is a fantastic opportunity to be part of a great cause. No two days are the same, so if you are looking for a fast-paced role, a flexible varied work location, with the opportunity for high impact, then Habitat PKR is the place for you!

Main Responsibilities

- Recruit, hire, and onboard volunteers and employees
- Help to develop new volunteer opportunities that are engaging, inclusive, fun and impactful
- Expand and implement orientation and recognition programs
- Support employee and volunteer development, communicating efficiently and professionally
- Ensure all certifications for volunteers and staff are up to date, following up when necessary
- Develop and maintain strong interpersonal relationships with all volunteers and employees
- Steward and thank volunteers and staff regularly, including stewardship events
- Lead the regular development and execution of volunteer and staff communications
- Coordinate regular volunteer and staff meetings and updates
- Administration of all volunteer paperwork, data entry, and waivers
- Provide administrative support to the health and safety committee, as required
- Provide an equity, diversity, and inclusion lens to people and organizational development programs and processes
- Work with the management teams to ensure performance evaluations are completed

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- Provide reformative guidance to managers, including meeting with staff and volunteers to discuss and record any disciplinary actions
- Ensure compliance with all provincial, federation and office policies, procedures, and legislation (as applicable)
- Act as the Safeguarding Officer and be the first point of contact for all issues and questions that arise related to safeguarding and ensure that all staff and volunteers understand the safeguarding policies that are in place
- Be the liaison between Habitat for Humanity International's Safeguarding department and our Affiliate
- Perform other duties as assigned

Qualifications

- Fully vaccinated with a clear criminal record check
- Post-secondary graduate, or relative experience
- Minimum of 3 years of relevant and progressive experience
- Strong interpersonal skills with all levels of staff and volunteers
- Excellent organizational, and leadership skills and able to maintain clear and concise records
- Able to organize your schedule according to changing needs of multiple work locations
- Able to work under stressful/emotionally challenging situations while remaining calm, efficient, and professional
- Proven integrity, objectivity, and professional competence with an enthusiastic and creative manner
- Demonstrated sensitivity to cultural diversity and gender issues
- Able to work as part of a team and independently
- Self-motivated and willing to learn
- Able to juggle competing priorities while completing projects successfully
- Excellent communication skills, both written and verbal
- Able to act with professionalism, integrity, and confidentiality
- Comfortable communicating safeguarding policies regarding sexual exploitation, abuse, and harassment
- Knowledge of Microsoft 365 and data entry an asset
- Must have a valid driver's license, appropriate vehicle insurance, and the use of a reliable vehicle
- Mission-driven

To Apply

Please send your resume and cover letter to hr@habitatpkr.ca with the position title and location in the subject line. In your cover letter, please include why you would like to work for Habitat PKR.

We thank all applicants for their interest in Habitat for Humanity Peterborough & Kawartha Region, however, only those selected for an interview will be contacted.