



**ST. BONAVENTURE'S
COLLEGE**

Position: Volunteer Coordinator & Administrator

Competition Closes: Friday, August 16th, 4 pm

Direct Reporting to: Admission's Officer/ Senior Executive Assistant

In-Direct Reporting to: President

Compensation: hourly pay based on hours worked, rate TBD

Term: School Year September 2019 through to June 2020

Description:

The Volunteer Coordinator & Administrator is a competent worker who will perform various administrative to support the offices. They will undertake a variety of activities in the office ranging from filing and answering the phone to basic bookkeeping with primary responsibility to greeting of guests and students entering Mullock Hall and Holland Hall. They will also lead and manage the Grand Service Club – a group of volunteers that will help with administrative tasks and support, including enhancements to the safe schools' procedures. He or she will have the ability to work diligently to maintain smooth office operations, be reliable and hardworking with great communications skills.

Responsibilities:

- Maintaining files (excluding report cards) and records so they remain updated and easily accessible
- Sorting, distributing incoming mail and prepare outgoing mail
- Answering the phone to take messages or redirecting calls to the appropriate office.
- Utilize office technology such as photocopier,
- Assist in office management and organization procedures
- Monitor stocks of office supplies (paper clips, stationary, etc.) and report when there are shortages
- Perform other office duties as assigned.
- Lead and manage the Grand Service Club to ensure effective monitoring of daily school hour access to both school buildings:
 - Sourcing and recruiting volunteers through various techniques
 - Collecting information on availabilities and skills
 - Schedule volunteers and manage absences



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- Arranging for appropriate training when needed
- Managing assigning particular job tasks,
- tracking their volunteer hours,
- providing support, and
- evaluating volunteers
- Maintaining vulnerable sector checks
- Plan annual volunteer social

Requirements:

- High School Education with experience as an office clerk or other clerical positions
- Knowledge of office procedures and skills such as good phone etiquette.
- Experience working with and organizing Volunteers
- Experience using office equipment, including printers, and fax machines
- Strong communication skills (via phone, email, and in-person)
- Excellent organizational skills with an ability to think proactively and prioritize work