

**OPPORTUNITY:**

Title: Volunteer Coordinator  
Reports to: Executive Assistant

**HOURS OF WORK:**

One-year renewable appointment, requires an estimated time commitment of 10-12 hours per week

**START DATE:**

To be determined and agreed upon when assigned the appointment

**APPLICATIONS:**

Golf Canada - Human Resources  
1333 Dorval Drive, Suite 1  
Oakville, ON L6M 4X7  
Email: [resumes@golfcanada.ca](mailto:resumes@golfcanada.ca)  
Visit: [www.golfcanada.ca](http://www.golfcanada.ca)

**PRIMARY DUTIES:**

- Assist with maintaining the Volunteer and Alumni management system as requested;
- Assist with Volunteers and Alumni management as required;
- Research and provide reports regarding best practices for Volunteers and Alumni management;
- Assist volunteer application process and assist as needed;
- Coordinating and assist with Volunteers and Alumni communication;
- Assist with a Volunteer and Alumni travel and accommodation arrangements;
- Assist with creation of surveys as they pertain to Volunteers and Alumni;
- Compile and format survey results as required;
- Recommend opportunities for engaging Volunteers and Alumni;
- Drafting proposed recruitment message(s) for Volunteers and Alumni;
- Registering Volunteers and Alumni for their desired communications;
- Conduct Volunteer Orientation as well as Huddle and Concur training as required;
- Identifying Volunteers and Alumni interests for future information.
- Other duties as required.

**REQUIRED SKILLS, KNOWLEDGE, & ABILITIES:**

- Excellent oral and written communication skills;
- Proficiency in relevant computer software is required (Word, Excel, PowerPoint, etc.)
- Well developed research skills are important;
- Ability to work independently is essential;
- Compliance with Golf Canada policies is mandatory;
- Attention to detail and organizational skills;
- Must enjoy getting to know people;
- Ability to handle confidential information with discretion;
- Bilingual (English and French) language skills are considered an asset but not required.

One (1) position available. Golf Canada will interview up to five (5) candidates. Forward cover letter and resume, by e-mail or mail only, NO PHONE CALLS PLEASE to the above contact by 12:59pm, February 28, 2019. Golf Canada thanks all applicants but will contact only those who will be invited for an interview.

Golf Canada has four core values “Respect, Responsiveness, Inclusion, Purposeful”, these core values are an integral part of the Golf Canada recruitment and hiring process.

Golf Canada is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (‘AODA’). If you require accommodation during any stage of the recruitment process, please notify Human Resources at 905-849-9700.

Golf Canada is dedicated to employment equity and fostering diversity within the workplace in order to build an inclusive workforce where all employees and volunteers have the opportunity to reach their potential.