

Volunteer Experience Designer and Coordinator (Summer Position)

Duration: July 5 2017 to August 20 (7 weeks. Total of 210 hours)

Eligibility

- Between 15 and 30 years of age at the start of the employment
- Must be a returning student in September 2017
- Canadian citizens or permanent residents
- Legally entitled to work in Canada
- Police reference check and two references will be requested

Qualities

- Have build something before
- Well-versed in using software and web apps
- Experienced in setting up web forms and pages
- Thrive in working in a team environment
- Able to understand and design systems to empower volunteers involvement
- A team player who collaborates with other teams during weekend service and events
- Consistent engagement and participation
- Ability to adapt to a continually evolving environment
- Excellent communication skills
- Able to bring task-oriented projects to completion
- Degree in theology or ministry preferred
- Fun to work with

Role/Responsibilities/Job Description

- Provide helpful updates to supervisor
- Coordinate helpers, schedules, and tasks as they relating to weekend experience such as weekend gathering and other events
- Research, Design, and Create volunteer experience workflows (written documents) and implement them; that includes but limited to volunteer onboarding and training, scheduling, feedback
- Communicate (written and verbal) motivations and expectations to volunteers
- Provide and receive feedback to and from leaders
- Work with leaders to align the volunteer teams to the vision and mission of the church
- Become a contributing and frequent participant in the life of the community for the time of employment

Email or mail your résumé to the following address before **application deadline May 21 2017**

Calvary Logos Baptist Church
241 Alexmuir Blvd.
Scarborough, ON M1V 2W6
(416) 297-8787
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Visit <http://charis.calvarylogos.ca>