

## **Volunteer Coordinator**

The Renfrew County Sexual Assault and Rape Crisis Support Centre also known as The Women's Sexual Assault Centre is excited to be able to offer an opportunity for employment to women committed to working within feminist principles to make the world a safe place.

The Volunteer Coordinator will do the following:

- Report to the Centre Director
- Coordinates the recruitment, screening, training, and appreciation of volunteers
- Provide direct support to survivors of sexual violence who may be in crisis situations
- Participate in agency fundraising, social action work and other agency activities
- Coordinate the involvement of volunteers in public education work
- Provide office coverage, including phone response
- Participate in community networks representing the Centre
- Perform other duties as assigned

The Volunteer Coordinator will possess the following skills:

- Excellent written and verbal communication skills
- Strong organizational skills
- Ability to work as a part of a team and independently
- Ability to work with volunteers to further the objectives of the Centre
- Must have experience with a feminist analysis of oppression and experience working within anti-oppression framework.
- Ability to develop programming from inception to community participation

The Volunteer Coordinator will:

- Possess a valid driver's license and reliable vehicle
- Obtain and provide a criminal record check including a vulnerable sector check
- Bilingualism (English/French) is an asset
- Possess post-secondary education in a social service field
- Have working experience in the VAW of at least two years, with a priority on direct support to women
- Have extensive knowledge of the social services networks in Renfrew County especially those involving women, abuse, and trauma

Job Particulars

- Benefits package available to full time employees
- 35 hours a week with occasional evening and weekends
- Salary range 25- 30 per hour
- A flexible, team-based work environment with volunteer involvement
- We encourage women of diverse backgrounds to apply
- The Renfrew County Sexual Assault Centre has a human right's exemption to hire only people who identify as women. Ontario Human Right's code, section 23 (1) A

Closing: November 8

Resumes with cover letter can be sent to:

**info@rcsac.org**