

Volunteer Coordinator

Positions Available: 1

The Volunteer Coordinator is responsible for recruiting, vetting, training, organizing and overseeing summer volunteers, Horizon Mentors participants and summer interns. They supervise and support their volunteers and participants, acting as a resource, providing direction and leadership in order to foster the volunteers' development within the camp setting. They collect and manage the storage or alumni information, maintaining communication with the camp alumni and volunteers to keep them informed of what's going on at camp. The Volunteer Coordinator is responsible for planning and organizing any alumni events, such as an Alumni Retreat. They report directly to the Manager, Resources and maintains regular communication. The Volunteer Coordinator is considered Senior Staff and are required to assume additional responsibilities in this position. This position requires a lot of organization, excellent leadership, energy and positivity, all of which are essential for successful candidates.

Required Qualifications:

- Standard First Aid & CPR 'C'
- Class 4 Drivers License (or equivalent)
- Significant experience working at a camp or in a similar recreation setting

Preferred Qualifications:

- Experience working with people with disabilities
- Supervisory experience

Duration of contract:

If possible: Part Time March 1 – May 25 (from home, 1-2 days a week)

Full Time May 26 - August 21

About Easter Seals Alberta:

Inspiring Potential. Building Community. Enriching Lives.

We pride ourselves in putting philanthropic dollars to good work. We continue to provide ongoing services to Albertans living with disabilities and medical conditions. We strive to ensure that the resources they need for an independent and full life are available. We make this possible with our three main supports:

Easter Seals Alberta's Camp Horizon provides subsidized five-day summer camps and respite weekends for individuals with disabilities and medical conditions.

Accessibility Supports provides critically needed equipment and support to those who qualify both physically and financially. This includes Equipment and Support Services (ESS), our home automation program, the disability travel card, the Give a Kid a Lift program, and the Phyllis Davidson Easter Seals Scholarship. **Easter Seals McQueen Home**, a self-governed, 24-hour personal care residence in Edmonton for people with disabilities looking to achieve more independence, greater inclusion into the community and access to employment, education and recreation.

A job at Easter Seals Camp Horizon is a rewarding experience and offers an exceptional place to live and work. Easter Seals Alberta's Camp Horizon is just minutes away from great hiking, biking and cross country ski trails. We are also only 30-40 minutes from Calgary making it the best of both worlds.

To apply online go to:

<https://easterseals.ab.ca/employment/>

For more information, contact:

Andria Lamirande | Program Manager

Easter Seals Camp Horizon | PO Box 540, Bragg Creek, AB. T0L 0K0
T: 403-949-3818 Ext 26 | andria@easterseals.ab.ca

This position will remain open until a suitable candidate is found.

We would like to thank everyone for their application; however, only those being considered for an interview will be contacted.

For more information about Easter Seals Alberta's Camp Horizon go to www.easterseals.ab.ca.