



VOLUNTEER COORDINATOR, JAKE'S HOUSE

Part-time, 3-month internship
Mississauga, Ontario

About Jake's House:

Jake's House is a charitable organization focused on supporting individuals on the autism spectrum throughout their lifespans through innovative programming, events and inclusive housing solutions. Their small and growing team is looking forward to welcoming a new staff member to support volunteer recruitment and coordination. Learn more at jakeshouse.ca.

About the role:

In this role, you would be assisting in the coordination of volunteer recruitment and workshop activities by providing administrative support and communicating with internal staff and volunteers. No previous experience is required, but a willingness to learn and develop your skills is important. This is a part-time internship with the possibility for extension upon completion.

Responsibilities:

- Learn how to use internal databases and systems to monitor volunteer registrations
- In preparation for each event (workshop), compare number of volunteer registrations with number of registered workshop participants
- Send out workshop participation requests to recruit additional volunteers as needed
- Communicate by email and by phone with volunteers to confirm their participation
- Send out surveys to registered volunteers before and after the workshops for reporting and event evaluation purposes
- Assist in the organization and facilitation of workshops in support of Jake's House staff members
- Assist with additional ad hoc administrative tasks as needed

In performing this role, you will:

- Be comfortable completing administrative tasks in a timely manor
- Use your strong organizational skills to effectively track information and update databases and systems
- Apply your strong attention to detail to ensure accuracy in all activities
- Use your basic Microsoft Excel skills to perform data entry and update registrant information

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JAKE'S HOUSE EMPLOYMENT MENTORING

THE RECRUITMENT PROCESS

Application

The first step in the recruitment process is for interested candidates to register at JHemployment.ca. This will involve completing an online questionnaire as well as submitting their resume. Applicants will be shortlisted for participation in the next step based on a review of each online questionnaire and assessing the likelihood of fit for the roles for which we are recruiting.

Employment Discovery

The next step in the recruitment process is an Employment Discovery Event. It is an opportunity to learn more about the role, our approach to hiring, and for us to get to know you – what motivates you, your interests and your skills. This will take place in a relaxed setting and more details will be communicated prior to the event.

Employment and Mentoring

Employment offers are made to the candidates with the best fit. Once accepted, the individuals will transition into their positions at the organization. Specialisterne Canada and an internal mentor will provide support to facilitate a comfortable integration and success in the new role.

Those not selected can have their profiles added to our database for consideration for other more suitable job opportunities in the future.

TO APPLY

Please read the role description carefully. To apply and for more information on our recruitment process, visit www.JHemployment.ca. Applications should be submitted in full no later than **December 8th, 2019**.

FOR MORE INFORMATION

Please direct any questions via email to info@specialisterne.ca. If you prefer to speak on the phone, send us an email and we will schedule a call.

For more information about Jake's House Employment Mentoring, go to www.JHemployment.ca.
For more information about Jake's House, go to www.jakeshouse.ca.

For more information about Specialisterne, go to www.specialisterne.ca.

We look forward to hearing from you!

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