



Mood Disorders Society of Canada
Société pour les troubles de l'humeur du Canada

www.mooddisorderscanada.ca | www.troubleshumeur.ca

Volunteer Position – MDSC Associate Volunteer Coordinators

The Mood Disorders Society of Canada (MDSC) is seeking motivated, flexible, reliable individuals for the volunteer role of national **Associate National Volunteer Coordinator**. Playing a key role at MDSC, these individuals will support National Volunteer Coordinators in leading activities that help seamlessly integrate roles and responsibilities among volunteers. This is an unpaid volunteer position reporting to the central National Volunteer Coordinator.

The **Associate National Volunteer Coordinator** will help manage the effective recruitment and training of new volunteers, track volunteer workloads to ensure a proper team task balance, provide guidance and assistance as needed to support volunteers, monitor the team's morale and implement strategies to create a healthy and productive work environment. Working closely with volunteers to acquire and implement recommendations for our programs emanating from volunteer suggestions to improve services.

Position Details

- Execute tasks that are part of the volunteer recruitment plan, work with campaign managers to publicize volunteer opportunities, provide feedback on recruitment strategies and suggest ways to enhance these strategies.
- Work with the National Volunteer Coordinator to recruit volunteers using a range of communication tools/approaches (e.g. brochures, posters, presentations, videos, advertising through media providers); leverage established networks and target specific populations depending on the personnel needs for campaigns and other MDSC projects.
- Based on a thorough needs assessment of campaigns and other MDSC projects, target recruitment relative to team needs in terms of skill set, area of expertise and work experience.
- Inform, interview and assess individuals interested in becoming volunteers according to established working procedures.
- Work with Volunteer Coordinators to assess strengths, unique skill sets and interests of volunteers and match them to campaign/project tasks.
- Work with Volunteer Coordinators and campaign managers to identify volunteer training requirements, evaluate volunteer performance and address any areas of improvement.
- Help implement a comprehensive volunteer training program built on existing training material.
- On-board and compile intake forms for interested individuals in communities.
- Track student volunteer hours and provide reference letters when requested.
- Maintain accurate, complete volunteer files, enter and update database information; provide statistical information to MDSC staff and Volunteer Coordinators on as needed basis.
- Help ensure recognition of volunteers, e.g. provide certificates of appreciation, acknowledgements on social media if appropriate.

- Use meaningful ways to recognize volunteers' contributions based on MDSC policies and procedures. The estimated time commitment for this position is 3-5 hours per week during the campaign period. We ask for a minimum commitment of one year for this position.

Qualifications

- Strong communication and interpersonal skills, comfortable presenting to groups.
- Excellent organizational and time management skills.
- Demonstrated skills and experience working with volunteers, preferably in a community based setting.
- Proven skills in coordinating tasks and managing workloads relative to dynamic team priorities.
- Ability to work independently, reliably, punctually and collaboratively from a virtual workspace.
- Demonstrated understanding of mental illness, the mental health field, and/or lived experience with depression.
- Experience with Twitter, Facebook, YouTube and Flickr is an asset.
- Ability to exercise sound judgement and maintain confidentiality, bringing concerns or questions to the attention of Managers when needed.

Benefits and Recognition:

- Diverse experience in project leadership and management, meeting facilitation, task coordination, team coaching and support along with human resources strategies.
- An excellent opportunity to gain experience and raise awareness on mental health issues in Canada.
- We value volunteers and welcome candidates with lived experience.

Interested candidates, please submit resume and cover letter to: volunteer@mooddisorderscanada.ca