



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

www.mooddisorderscanada.ca | www.troubleshumeur.ca

Volunteer Position – MDSC National Volunteer Coordinators

The Mood Disorders Society of Canada (MDSC) is seeking motivated, flexible, reliable, strategic and supportive individuals for the volunteer role of **National Volunteer Coordinator**, to build and manage a national group of volunteers who will be engaged with national campaign(s) or other activities at MDSC. This is an unpaid volunteer position reporting to the central MDSC National Volunteer Coordinator.

This position will support organizational goals to maintain a strong working relationship between central campaign staff and their team of locally based, talented volunteers. The **National Volunteer Coordinator** will liaise with individuals working on social media, online content, public engagement as well as hands-on event day management for MDSC Campaigns. To achieve this mandate, this individual will be accountable for volunteer planning, the coordination of activities and will work with Campaign Managers to adapt and adjust plans based on consolidated results reports to maximize volunteer potential and growth opportunities.

Position Details

- In addition to traditional recruitment methods (e.g. brochures, posters, presentations, videos, advertising through media providers), employ novel communication approaches and build and use existing networks to attract appropriately skilled and highly engaged volunteers.
- Outreach to potential volunteer candidates, as appropriate. Leverage marketing tools to create awareness of and generate excitement for volunteer opportunities to attract new volunteers.
- Based a thorough needs assessment of Defeat Depression and other campaigns, target recruitment efforts relative to expertise needed on campaigns.
- Meet regularly with volunteers to discuss progress and planning on assignment.
- Define plans, monitor support and determine what is needed on an ongoing or short-term basis.
- Work with campaign managers on addressing volunteer training needs, evaluate volunteer performance and integrate outputs into aforementioned support plan.
- Guide other Volunteer Coordinators at MDSC on how to assess strengths, unique skill sets and interests of volunteers and match individuals with specific tasks.
- Provide the framework for Volunteer Coordinators to follow to design volunteer video workshops, webinars and/or other training modalities.
- Continue efforts to foster a culture of recognition among volunteers and staff; help create an environment that helps make volunteers' feel valued and fulfilled.
- Gauge levels of volunteer satisfaction regularly by way of objectively solicited feedback (e.g. surveys, polling).
- Implement a system to track volunteer contact information and interests for assignment planning.
- Update volunteers about events and activities via newsletters and/or other communications.
- Liaise with volunteers and staff to assist with event day planning and troubleshoot as necessary.

- Summarize and report all volunteer activities and frequently asked questions to the Campaign Managers and National Coordinator. The estimated time commitment for this position is 3-5 hours per week during the Campaigns periods. We ask for a minimum commitment of one year for this position.

Qualifications

- Strong communication and interpersonal skills.
- Excellent organizational and time management skills.
- Demonstrated skills and experience working with volunteers, preferably in a community based setting.
- Ability to work independently 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:

- Professional development, mentoring, training, team building and support, effective delegation and coordination.
- An opportunity to leverage managerial work experience and training to build a team of volunteers dedicated to help raise mental health awareness, reduce Stigma and improve the lives of individuals with mental illness.
- 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