



The Sunshine Foundation of Canada is a national charity dedicated to fulfilling the dreams of children across Canada living with severe physical disabilities or life-threatening illnesses. Sunshine is a mid-sized not for profit organization headquartered in London, Ontario.

Sunshine employees possess an entrepreneurial curiosity, a collaborative spirit, have a keen interest in professional development, and a genuine passion to make a difference. Sunshine's organizational culture is rooted in teamwork, achievement, employee engagement and skill development.

**Position: Coordinator, Volunteers (Part Time)**

**Location: London, Ontario**

As a Coordinator, Volunteers you are a vital member of Sunshine's development team providing support in the implementation of fundraising and stewardship strategies. Working closely with your Campaign Manager you help build sustainable relationships for the achievement of Sunshine's revenue goals.

This role is located in London, Ontario but there is some opportunity for travel. Travel will be primarily Ontario-based, but may periodically include travel out of the province.

**Your key responsibilities and tasks will include:**

- Recruit and engage volunteers in key markets to support events, raise awareness and assist with program delivery.
- Consistently communicate with Volunteers across Canada through multiple channels.
- Ensure recruitment, onboarding and training procedures are followed.
- Build relationships with volunteers to ensure their needs are met while meeting the needs of our organization.
- Work with the Manager, Special Events & Volunteers to implement volunteer recruitment and retention plans.
- Maintain and update all volunteer policy documents both in paper and virtual formats.
- Ensure volunteer role guidelines are current and meet the needs of the organization.
- Ensure special event and fund development requests for volunteers are met.
- Ensure Sunshine's brand is consistently represented by Sunshine Volunteers.
- Manage volunteer database in Raiser's Edge.
- Manage team of home office volunteers to ensure their experience is meaningful to the individual and the organization.
- Represent The Sunshine Foundation of Canada in a professional, appropriate, informed and consistent manner.
- Be up to date on trends in volunteering on a national and regional level.
- Occasionally attend and/or lead Volunteer meetings outside of regular business hours.

**As the successful candidate you will have:**

- At least 5 years proven and progressive experience working with volunteers.
- A Bachelor's Degree is required.
- Experience with donor management systems or other databases, in particular Raiser's Edge.
- Experience with MailChimp and e-communications

- Excellent organizational and time management skills.
- Outstanding interpersonal, leadership and analytical skills.
- Excellent written and verbal skills in English. Working knowledge of French is an asset.
- Proven ability to influence and get things done through others.
- Strong and confident public speaking skills.
- Ability to be flexible and adapt in a changing work environment.
- Available to work up to 25 hours per week during peak event season (April – August), and up to 15 hours per week the rest of the year.
- Occasional weekend and evening work will be required to support meetings and events.
- Some local travel will be required as well as occasional national travel; a valid driver's license and regular access to a vehicle are required for this position.

### **How to Apply:**

If you are excited about this opportunity to join the Sunshine team, please send your resume and cover letter (including salary expectations) outlining how you meet the specific requirements of the position to [careers@sunshine.ca](mailto:careers@sunshine.ca) by **Friday, March 22, 2019**.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted. The Sunshine Foundation of Canada is an equal opportunity employer.

Please explore [www.sunshine.ca](http://www.sunshine.ca) for more information about Sunshine.