



Saskatoon

Volunteer Coordinator

We are seeking a dynamic and organized Volunteer Coordinator to lead and manage volunteer programs within our organization. This role is vital in fostering community engagement, recruiting dedicated volunteers, and ensuring the smooth operation of volunteer activities.

The ideal candidate will possess strong leadership skills, excellent communication abilities, and experience in project management and recruitment. This paid position offers an opportunity to make a meaningful impact while developing professional skills in community outreach and organizational management.

The volunteer coordinator will:

- Recruit, interview, and onboard new volunteers to meet program needs.
- Supervise and provide guidance to volunteers, ensuring they are well-supported and motivated.
- Support development and implementation of volunteer training programs, including teaching new skills as needed.
- Coordinate volunteer schedules and assignments to optimize coverage for various projects.
- Manage data collection related to volunteer activities, attendance, and program outcomes for reporting purposes.
- Maintain accurate administrative records related to volunteer participation and program activities.
- Lead efforts in marketing volunteer programs through social media, community events, and other channels.

The successful candidate will have:

- Proven supervisory experience with the ability to lead diverse teams effectively.
- Strong public speaking skills for engaging with community members and potential volunteers.
- Experience in project management with the ability to coordinate multiple initiatives simultaneously.
- Demonstrated leadership qualities with a proactive approach to problem-solving.
- Skills in data collection, analysis, and reporting related to program metrics.
- Administrative experience including record keeping, scheduling, and correspondence management.
- Experience in recruiting volunteers for various programs or events.
- Valid Class 5 Driver's License and access to personal vehicle.

This role is ideal for someone who is organized, people-focused, and energized by building community connections. Flexibility and collaboration are important, as volunteer needs may shift depending on programming and events. The Volunteer Coordinator will play a key role in

strengthening our organization's outreach efforts while gaining valuable experience in nonprofit management.

Please apply with covering letter, resume and a copy of your valid Class 5 Driver's License to executivedirector@dfssaskatoon.org.

Applications close April 27, 2026.

Work Location: In person

Pay range: \$17.00 to \$24.00 per hour

Part time: 10-15 hours per week.