

Lead Volunteer

The Kimel Family Centre for Brain Health and Wellness is the world's first research-based community centre dedicated to reducing dementia risk and examining the benefits of personalized brain health programming for people aged 50+.

As a Lead Volunteer, you will support the Program Manager by strengthening the connection between volunteers, the Volunteer Committee, Volunteer Services, and the Kimel Family Centre for Brain Health & Wellness ("Kimel Family Centre"). You will support the orientation and onboarding of new volunteers and serve as a first point of contact for volunteer questions, concerns, and/or feedback.

Responsibilities:

- Orientate and onboard new volunteers.
- Collect volunteer information during volunteer interviews.
- Ensure that volunteers receive the proper training to fulfill their roles.
- Liaise with Volunteer Services to help match volunteers to new opportunities that suit personal skills sets.
- Work with the Program Manager, the Volunteer Committee, and Volunteer Services to develop and execute on volunteer recruitment strategies.
- Assist the Program Manager and Volunteer Services with the design and execution of Volunteer Appreciation Events.
- Attend community events to help promote volunteering opportunities.

Skills:

- Strong organization skills with attention to detail.
- Excellent communication and interpersonal skills.
- Exceptional leadership and team-building skills.
- Ability to work independently with efficiency and accuracy.
- Additional languages are an asset.

Schedule:

The Lead Volunteer working hours will mainly be during the business week (Monday to Friday), but required work may also include weekends on occasion. Shifts are flexible but can vary anywhere from 1-4 hours (depending on availability) during the morning, afternoon, and/or evening.

There are a three (3) volunteer positions available in this role. Please note, only one volunteer will be scheduled to work at a time. This volunteer position allows for shifts to be on-call or scheduled, as well the responsibilities can be completed in-person or virtually.