

## JOB OFFER

**JOB TITLE:** Coordinator - Community and Volunteer relations  
**SECTOR:** Service to the community  
**STATUS:** Part time.  
Daytime – flexible schedule, 21-28 hours per week.

WIAIH (West Island Association for the Intellectually handicapped) is a charitable organization that aims to increase opportunities for people with intellectual disabilities or autism spectrum disorder, support their families and raise awareness in the community. We are looking for an outgoing, dedicated, organized, dynamic and autonomous person who will be responsible for the overall delivery of services by the many of volunteers that provide essential to assist and support to WIAIH programs and special events.

### MAIN RESPONSIBILITIES AND TASKS

Under the supervision of the Manager, Family Support Services and Community Relations, the Coordinator will have the following main responsibilities:

- Recruit, screen, orient and evaluate all volunteers within the various services;
- Assign roles and responsibilities to volunteers;
- Supervise and evaluate the work of volunteers;
- Assist in the development and maintain volunteer policies and procedures;
- Plan and take part in volunteer appreciation events;
- Collaborate with all team members;
- Maintain and update volunteer list and database;
- Provide annual statistics for the organization;
- Represent the organization at volunteer/community events;
- Collect and transmit information related to volunteer activities for communications purpose;
- Be able to provide constant support to WIAIH team;
- Any other tasks as requested by the supervisor.

### TRAINING AND SKILLS PROFILE

- DEC in Special Care Counselling, Community Recreation Leadership Training or equivalent in a related field;
- Bilingualism essential (English/French) Written and spoken;
- Microsoft Office proficiency;
- Driver's licence (essential);

Services. Support. Leadership.



Au service des gens ayant une déficience intellectuelle ou l'autisme et leurs familles

Serving people with intellectual disabilities or autism and their families

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t 514-694-7090 · f 514-694-5839

- Ability to multi task and good capacity to adapt;
- Excellent organizational skills;
- Able to use discretion in his role;
- Cooperative, courteous, responsible, resourceful, punctual;

## INTERESTS

- Want to be part of a close-knit team, of a professional family;
- Promote teamwork, harmony, empathy, communication, collaboration between work colleagues;
- Have a desire to make a difference in a social environment and have strong empathy for people with an intellectual disability and/or an autism spectrum disorder.

- Salary to be discussed;
- Starting date : As soon as possible

We invite those interested to send their application directly to the following email address:

[hr@wiah.qc.ca](mailto:hr@wiah.qc.ca) .

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*WIAIH adheres to the principle of access to equal employment. The use of the masculine in this text as a neutral gender designates both women and men and is only intended to lighten the text.*

Membre de  
Member of

