

Volunteer Support Coordinator

CDF of Canada is Looking for **Volunteer Support Coordinators** to support teams of Canadian volunteers who will use their skills and knowledge to the capacity building of local Partner Organizations. Under the guidance of the Regional Coordinator and in collaboration with the Country Program Officer you will provide coaching, mentorship and guidance to Canadian volunteers providing technical support to local Partner Organizations.

As a Volunteer Support Coordinator, you will:

- Assist staff to ensure volunteers succeed in their roles through coaching and related supports and by aligning volunteer activities with skills and mandates
- Liaise with volunteers, project staff and Implementing Partner Organizations to plan and coordinate volunteer activities
- Collaborate with volunteers to ensure that tools and materials they develop are catalogued and shared with staff and partners
- Promote the application of volunteer guidelines and the utilization of volunteer management tools and processes
- Assist with volunteer pre-departure preparations, arrival logistics, orientations, and settlement
- Facilitate an in-country peer-support network for volunteers
- Additional responsibilities and tasks may be assigned based on Partner Organization priorities

Qualifications and skills

We are looking for volunteers who offer the following skills:

- Education background in human resources, volunteer management, social sciences, international development, or related field
- Strong judgement, flexibility, and adaptability
- Excellent communication and organizational skills
- Experience with coaching, mentoring, group facilitation, and/or conflict resolution are preferred
- Previous experience as an international volunteer, a participant in a cross-cultural experience, and/or relevant country experience is an asset
- Able to collaborate as part of a team in a professional manner
- Able to complete assignments with minimal supervision and continually prioritize duties
- Experience working within a virtual team environment



Co-operative Development
Foundation of Canada

SINCE 1947

Terms and conditions

You must be a Canadian citizen or permanent resident to be eligible for this volunteer placement and available for 12 months.

Most costs related to this placement are covered. CDF Canada offers the following conditions that cover basic living expenses while in-country. They include:

- Support and guidance prior to departure and while on assignment in country
- Pre-departure training
- In-country orientation and briefing upon arrival in-country
- Language training in-country where required
- Return international flights and visa costs
- Health and emergency insurance
- Modest monthly living allowance while overseas. This allowance covers communications, housing and food costs and other typical monthly living expenses

CDF Canada is committed to gender equality and social inclusion in our workplace. We encourage all qualified persons to apply particularly Indigenous peoples, persons with disabilities, ethnic minorities, visible minorities, and others who share our values and contribute to fostering an inclusive and diverse workplace.

APPLICATION PROCESS

- Position is open until filled

Only applicants selected for an interview will be contacted!

APPLY NOW 

CDF Canada is an equal opportunity employer.

We celebrate diversity and are committed to creating an inclusive environment for all employees