



**CALGARY YOUTH
JUSTICE SOCIETY**

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Calgary Youth Justice Society - Volunteer and Community Engagement – Job Posting

Calgary Youth Justice Society is growing so we are growing our team! If you are looking to be a part of an amazing team and want to use your unique strengths, skills, and experience to be a part of helping youth achieve their full potential, check us and this position out.

Position and Hours: This is a permanent full time position at 35 hours per week that requires flexibility to work evenings (1-2/week) and weekends (1/month) as needed. Hybrid office/home work environment.

About Calgary Youth Justice Society (CYJS)

For 25 years the Calgary Youth Justice Society has been helping young people find what is strong in their lives through programs proven to build resilience, reduce risk and nurture community connections. Our approach is always strength focused, seeing beyond what's wrong to nurture what's strong. Our impact is young people who feel valued and supported to be a part of our community in a meaningful way.

For more information about CYJS please visit calgaryyouthjustice.ca

About the Role

Over 250 volunteers play an essential role at CYJS through the time, commitment, unique strengths and support they give to youth in our programs and the organization overall. The Volunteer and Community Engagement Coordinator is responsible and accountable for full cycle volunteer engagement and coordination to support the delivery of the organizations programs and services and raising the profile of CYJS through identifying and coordinating community outreach opportunities.

The Coordinator will work closely and collaboratively with the Programs Director, Engagement Manager, CYJS programs staff, CYJS volunteers and community organizations.

What You'll Do:

Volunteer Engagement and Coordination

Vision: Young people contribute to, and flourish in, safe caring communities

- Identify and implement volunteer recruitment strategies and activities to ensure volunteer targets are met
- Develop and update volunteer recruitment information, documents and resources
- Update and maintain volunteer recruitment information on agency website, volunteer management database and external volunteer recruitment sites
- Complete screening, onboarding and offboarding of all volunteers
- Support training and allocation of program volunteers
- Train, schedule and supervise volunteers involved in agency and community engagement events
- Maintain volunteer files and track activities and hours in volunteer management database
- Provide volunteer activity and hours reports as requested
- Identify and implement volunteer recognition and retention strategies
- Maintain volunteer practices in compliance with the Canadian Code of for Volunteer Involvement

Community Engagement Coordination

- Identify community outreach opportunities aligned with CYJS vision, mission and strategic goals to increase profile of CYJS
- Coordinate all aspects of participation in community outreach opportunities including registration, staff and volunteer scheduling, required supplies and resources
- Oversee and manage budget for community outreach opportunities

What you Bring:

- Minimum 3 years of experience in volunteer engagement and coordination including facilitation of training and creating and implementing volunteer recognition and retention activities
- Education or certification in volunteer management is an asset
- Knowledge of and experience in coordinating and participating in community engagement events
- Proficient computer skills including Microsoft Office (Outlook, Excel, PowerPoint, Word, etc.) and experience with Better Impact volunteer database or similar
- Experience working with multidisciplinary and high performing teams
- Demonstrated ability to build and maintain positive and professional relationships with volunteers and community stakeholders
- Experience and skills in group facilitation and/or public speaking

Competencies and Attributes Required for Success in this Role:

- Strengths-based and growth mindset

Vision: Young people contribute to, and flourish in, safe caring communities

- Open minded, knowledgeable, and committed to diversity, equity and inclusion
- Organizational skills and ability to work independently to manage own time and priorities to achieve goals and results
- Flexible and adaptable to various work environments, conditions and hours
- Strong verbal and written communication skills
- Creative thinking and willingness to take initiative to solve problems to get the work done
- Strong ethics and ability to manage confidential data
- Enthusiasm and passion for working with and supporting volunteers

Other Requirements:

- Access to a reliable vehicle or means of transportation to attend community outreach events
- Clear Police Check including Vulnerable Sector Search
- Private and reliable home office with sufficient internet coverage for working from home
- Flexibility to work evenings (1-2/week) and weekends (1/month) as needed

Why Join the CYJS Team

At CYJS, we believe in taking care of our people so they can take care of doing the work. In addition to a working environment that values and welcomes diversity and bringing one's whole self, here is what we offer in compensation:

- Competitive salary
- Exceptional work life balance including flexible work hours and work from home options
- Three (3) weeks paid vacation
- Paid office closure days between Christmas and New Years
- 18 discretionary Health Days per year
- 100% employer paid premiums for extended health benefits
- Annual professional development budget

How to Apply:

Please direct your cover letter and resume combined in one document indicating "Job Opening – Volunteer and Community Engagement Coordinator" in the subject line of your email to hr@cyjs.ca by April 15th, 2023.

No phone calls. Only those candidates selected for an interview will be contacted.

Vision: Young people contribute to, and flourish in, safe caring communities

At CYJS we strive to recognize, nurture and celebrate the diversity of the youth and volunteers we serve and we are committed to removing barriers to inclusion in all aspects of our organization and service delivery. It is our intent to have a workplace that reflects the diversity of the communities we serve and we encourage applicants from diverse backgrounds, abilities and experience to apply. We are committed to providing reasonable accommodations to qualified applicants with disabilities in the employment application process.

With respect, gratitude, and accountability, Calgary Youth Justice Society acknowledges the traditional lands of the Blackfoot Confederacy which includes the Siksika, Kainai, Piikani Nations, the Îyârhe Nakoda Nation, Tsuut'ina Nation, the Métis Nation of Alberta, Region 3 and we honour all people who make their homes in the Treaty 7 region of Southern Alberta. We see and celebrate the many strengths of Indigenous people and commit to reflect upon and change our ways of knowing, being, and doing so that we can truly work towards reconciliation in a meaningful way.