



Role: Coordinator of Volunteer Engagement  
Revised: November 2023  
Salary: Commensurate with experience

Reports to: Administrator – Long Term Care  
Weekly Hours: 20 Hours per week  
**Send Resume & Cover letter to: [Info@ShalomVillage.ca](mailto:Info@ShalomVillage.ca)**

## **ABOUT SHALOM VILLAGE:**

Shalom Village is a non-profit campus of care that specializes in the health and wellbeing of Hamilton area seniors. We provide an unwavering commitment to making every day the best day possible for the seniors who depend on Shalom Village services and programs.

Through their dedication, training and commitment to seniors, our team members transform the lives of older adults through a variety of programs and services, including long-term care, senior living apartments, fitness, community wellness and social programs.

Our long-term care services provide a homey environment and programs for frail seniors, while our assisted living apartments are perfect for more active seniors. Our fitness and community programs support local seniors living at home, while also providing them with the opportunity to socialize with their peers, learn new skills, and stay healthy and fit. ***Shalom Village is here to help create moments that matter for every senior!***

**\*\*Founded by the Jewish Community, for the benefit of all seniors throughout the Hamilton Region, our Jewish values and traditions ensure that all residents & participants, benefit from the respect, compassion, and dignity inherent in the Jewish faith. We welcome and celebrate individuals from all backgrounds, faiths, and cultures.**

## **MISSION, VISION & VALUES**

**Our Vision:** Honouring our Fathers and our Mothers

**Our Mission:** To provide opportunities for the continuity of life interests, values, and relationships for those who need supportive housing, long term care, convalescent care, adult day services and specialized fitness facilities within the context of Jewish Values and Kashruth. We want all those who need our services to feel AT HOME.

**Our Values:** At Shalom Village we use the acronym AT HOME to provide a clear link between our vision, mission, values, and most importantly how these guiding principles are brought to life for all our stakeholders.

- **Acknowledge:** We will listen to each other and commit to being approachable, trustworthy, and helpful while valuing each person's contributions, perspectives and differences.
- **Together:** We will support each other and believe that together we can achieve anything.
- **Home:** We will create a feeling of comfort, trust, familiarity, and safety that honours Jewish Values and brings about each individual person's feeling of being at home.
- **Organization:** We will strive for learning, innovation, accountability, transparency, and excellence.
- **Memories:** We will share memories and create new ones through relationships, sharing, and celebrations.
- **Enablement:** We will empower, encourage, and focus on each other's strengths to make possibilities possible and accomplish our goals.

**As a charity that depends on donor support, Shalom Village Staff play a vital role in our ability to deliver the lifesaving programs that benefit Shalom Village residents and participants. It is crucial that staff members believe-in the power of philanthropy to bring people together to support the hundreds of seniors, and family members whose lives we impact every day. Our staff members are important ambassadors, donors, and members of the Shalom Village Family. We encourage all staff to join us as we harness the power of philanthropy to help us build a thriving community for our seniors, our families, and our staff.**

**Coordinator of Volunteer Engagement**

**Acknowledged · Together · Home · Organization · Memories · Enablement**

**[www.shalomvillage.ca](http://www.shalomvillage.ca)**

The Coordinator of Volunteer Engagement is an inspiring leader that engages, sustains, and grows the impact of volunteers and Essential Care Givers to enhance the lives of our residents and participants. They are adept at harnessing the experience, knowledge, and vision of each volunteer to grow the impact of Shalom Village programs and activities throughout the Shalom Village community. They will work with the Shalom Village Leadership Team to identify and coordinate volunteer opportunities that enhance life at Shalom Village.

This leader will have experience with, and knowledge of, best practices in volunteer engagement, as well as a passion for making moments that matter for Shalom Village seniors.

This is a 20-hour-a-week position that will require flexible hours, depending on the needs of volunteers and the programs/services they support. To ensure the success of our volunteers, and support the varied needs of our seniors, the coordinator must be comfortable working with cross functional teams, in a busy, ever-changing environment. While Shalom Village welcomes individuals of all backgrounds, we are a Jewish home, so experience with Judaism, or a willingness to learn about Jewish life, is critical to your success. Your ability to inspire volunteers, and your comfort level with public speaking are key skills that will ensure your success.

Reporting to the Long-Term Care Administrator, this role is responsible for all aspects of volunteer recruitment, and engagement, including (but not limited to): the planning, coordination and scheduling of activities that provide a variety of meaningful activities to meet the physical, psychological, social, emotional, and spiritual needs of the residents, staff and volunteers.

Key responsibilities include, but are not limited to:

- Overseeing and coordinating all volunteer programs and completing all required documentation.
- Responsible for recruiting, training, and mentoring of volunteers.
- Responsible for the supervision of volunteers and other community groups, agencies, and/or educational institutions providing programs or services to the residents of Shalom Village.
- Developing and maintaining good communication with residents, volunteers, family/friends, staff, and the greater Jewish Community.
- Ensuring that the volunteer program is operated in compliance with the Fixing Long Term Care Homes act and Regulations and other legislated standards including Occupational Health and safety standards.
- Volunteer program development and engagement.
- Ensuring ongoing evaluation of the volunteer program, training, and initiatives.

The successful applicant will possess the following qualifications:

- An undergraduate or college degree in a health or social service field, **or** a college diploma in volunteer management, ideally with some experience working with seniors and their families.
- A volunteer management certificate and/or equivalent experience.
- Candidates should have experience in the development and execution of volunteer programming.
- Must understand or be willing to learn about the *Fixing Long Term Care Homes Act* and Regulations.
- Thrive in a busy, collaborative, and caring environment.
- Flexibility, resilience and adaptability to changing needs and demands of the program and organization.
- Must have strong communication, leadership, organizational and interpersonal skills.

**Please send your resume and cover letter to: [Info@ShalomVillage.ca](mailto:Info@ShalomVillage.ca) and reference Coordinator of Volunteers in the subject line.** Shalom Village is committed to diversity and inclusivity. We are excited to hire people whose skills, attitude, and abilities contribute to the success of the organization and who reflect the values of our community.

*\*\*Shalom Village recognizes that the right fit for a position is more than just a list of criteria. If you believe you may be a good candidate, but you don't meet all the criteria, please apply, and tell us why you're a great fit in your cover letter. You may be just the person we are looking for.*

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