



700 D'Arcy St. N #20 Cobourg, ON K9A 5T3  
T. 905-372-0007 · F. 905-372-0070  
www.rcys.ca

## **Volunteer Position**

**Title:** Volunteer Intake & Placement Coordinator

**Number of positions available:** 1

**Hours per week:** 5+

### **VISION**

All children and youth have the opportunity to grow to their fullest potential. Their success is our priority.

### **Position Summary:**

Under the direction of the staff Volunteer & Tutoring Coordinator, this volunteer is responsible for the management of the volunteer intake and placement process through all of its phases, as well as the ongoing placement and scheduling of front desk volunteers.

### **Responsibilities:**

- Reports to staff Volunteer & Tutoring Coordinator. (VTC)
- Meets on a regular basis to share information with the VTC and the Outreach Manager, when required.
- Manages the volunteer intake, placement and follow up according to the Task List (below).
- Prepares monthly reports.
- Complies with the policies and procedures of Rebound with regards to confidentiality, dress code and use of photo ID badge.

### **Skill Set:**

- Good communication skills and organizational skills.
- Knowledge of computers – Microsoft Office programs

### **Requirements:**

- Successful completion of Vulnerable Sector Check/Criminal Record Check

### **Volunteer Intake and Placement Coordinator (VIPIC) -Task List**

Specific duties to be fulfilled are as outlined below:

### **Volunteer applications and orientations:**

- On receipt of a volunteer application, the VIPIC will assemble a volunteer file and make contact with the applicant within 10 business days to arrange an interview with the potential volunteer.
- At the volunteer interview, the VIPIC will give the potential volunteer a general outline of the organization, the various volunteer opportunities generally available, a short tour of the Rebound office, inquire about expectations of the volunteer, and determine which interview form to use.

- An interview form will be completed at this time and if the potential volunteer is willing to proceed, the VIPC will provide a signed hard copy of the Volunteer Applicant Police Record Check Form, a Volunteer Related Policy & Procedures Manual & Accessibility Training Form, either by hard copy or email.  
(Existing Criminal Reference Checks can be used if the potential volunteer has one dated within 6 months)
- VIPC will call and complete the 3 reference checks provided on the application.
- Potential volunteer should be instructed to call Rebound when a clear Criminal Reference Check is received and Accessibility Training and Volunteer Related Policy and Procedures are completed, to arrange for final training and signing of the following:
  - Declaration of completing Volunteer Related Policy and Procedures
  - Declaration of completing Accessibility Training
  - Confidentiality Agreement (with the importance of confidentiality stressed)
  - Volunteer Contract
  - Exchange of Cell Phone Information Form
- Schedule monthly orientation and program specific training as required.
- The VIPC will complete the volunteer file and submit to the VTC for final approval.

**Placement:**

The VIPC will inform the Volunteer & Tutoring Coordinator of the service area(s) in which the volunteer has expressed an interest.

**Follow up:**

After three months and at the end of the school year of volunteer placement, the VIPC will follow up with the volunteer to determine placement satisfaction, to discuss other/additional volunteer opportunities as appropriate, and to make sure volunteer expectations are being met. Although this is an informal process, the completion of this step should be documented in the volunteer's file.

**Disciplinary Action:**

In the event that concern should arise regarding a volunteer, the VIPC should, in consultation with the Volunteer & Tutoring Coordinator, ensure that the disciplinary process is followed as per Rebound policy.

**Other Duties:**

Act as back up to the Volunteer Front Desk Representative if needed.

If you are interested in the above position, please send your please send your letter of interest to Pam Powell by email at: [ppowell@rcys.ca](mailto:ppowell@rcys.ca) or drop it off at: 700 D'Arcy St. N., Cobourg, ON.