

Camp Quality Alberta

Volunteer Role: Volunteer Coordinator

About Camp Quality Alberta

Camp Quality Alberta is a volunteer driven non-profit charitable organization that provides free uplifting camp experiences for children affected by cancer and blood disorders and their families. We facilitate a 1-week overnight camp program, hosted near Red Deer, Alberta. Camp Quality was brought to Canada in 1988, initiated by a group of dedicated volunteers in Southern Ontario. Since then, we've expanded to six camp locations across Canada. Our overnight camp programs serve children 7-17 years of age.

The Role

The Volunteer Coordinator role is an unpaid volunteer position. This position reports to the Camp Director.

Role Overview

The Volunteer Coordinator will support the mission of Camp Quality through the development and management of volunteer services. This position supports all aspects of the volunteer program, including recruitment, matching, training and supervision of volunteers; full compliance with standards, and ensuring that volunteers are intentionally training. Required strengths in areas of organization, time management, training, communication and interpersonal skills. Reports to Camp Director.

Duties and Responsibilities

- Volunteer recruitment - recruit, interview, select and support volunteers for camp programs and off-season needs.
- Support the Camp Director and Sr. Director of Programs to plan and deliver volunteer training.
- With the Family Coordinator, Medical Coordinator and Support or Camp Director match campers and volunteers
- Supervises volunteers on-site including awareness of volunteer performance, conducting regular check-ins, evaluating volunteers and reporting concerns to the Camp Director as necessary.
- Support Volunteer appreciation.

Preferred Skills, Qualifications and Experience

- Passion for the Camp Quality Mission
- Strong communication skills, both verbal and written
- Computer proficient and practical experience in word processing, database and internet navigation.
- Strong collaboration and team building skills.
- Proven organizational and administrative abilities
- Training experience preferred Prior camp experience preferred
- Confidence in public speaking and leading large groups

How to Apply

To apply please contact Lauren Burke, Sr. Director of Programs at lauren.burke@campquality.org.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Applicants living in Alberta will be given preference.

We're an equal opportunity organization

Inclusion is at the heart of what we do at camp. Camp Quality works to create inclusive spaces and programs for campers, volunteers and staff - free of discrimination based on age, race, disability, sexual orientation, or gender identity. We encourage all qualified candidates to apply.

Accessibility

Camp Quality Canada welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

For more information about Camp Quality Canada, please visit www.campquality.org.