



Full Time Volunteer Champion for BFM (Hamilton) Enterprises Society

PURPOSE OF THE POSITION

The Volunteer Champion has a vital and meaningful role with BFM (Hamilton) Enterprises Society helping both Hamilton & Burlington Mission Thrift Stores. They are to be a promoter of the Mission Thrift Store and the Joint Ministry of BFM Foundation (Canada) and Bible League Canada

The Volunteer Champion must have strong relational qualities to attract, retain and motivate a diverse team of volunteers, to effectively operate a Mission Thrift Store, with Christian values at the forefront. They will be required to lead daily devotionals from time to time. The Volunteer Champion must seek and recruit qualified volunteers using a welcoming and inclusive framework.

The Volunteer Champion will directly report to the General Manager.

RESPONSIBILITIES

Primary Activities:

- To Recruit and maintain a sustainable volunteer base for both Mission Thrift Stores in Hamilton & Burlington
- Establish and maintain a volunteer succession program to continually strengthen the volunteer base, with the assistance of BFM Foundation Thrift Store Development Ltd. staff
- Provide orientation and training specific to the volunteer's job duties for all new and existing volunteers. Ensure all provincial and federal safety requirements have been provided and delivered to create a positive, respectful, cooperative, rewarding work experience for all volunteers
- The Volunteer Champion will also be asked to develop and implement activities, training, and various means of positive reinforcement to ensure maximum retention.
- Review Organizational policies and procedures and the rights and responsibilities with each volunteer to ensure knowledge of the organization and our ministry purpose
- Ensure volunteer applications, screening & interview documents, police records check (PRC), and agreements are completed and stored using proper handling of personal information using compliance requirements with the Personal Information Protection & Electronic Documents Act (PIPEDA)
- Communicate regularly with volunteers
- Assist the Store Manager with an effective plan of scheduling volunteers to ensure each workday is covered, effectively utilizing all volunteers
- The Volunteer Champion will facilitate outreach to churches, schools, community groups and employers to draw awareness to the Mission. They will identify and leverage these connections to support the goals of the Store.
- Promote the Store as a source for workplace and community partnerships, host volunteer events, increase youth and school engagement and devise any other strategies and programs to increase the profile and contribution of the Store in our local Mission Thrift Store community



Secondary Activities:

- Summarize recruitment activities in a written report for the General Manager to share at the Board Meeting.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge

The Volunteer Champion must have proficient knowledge in the following areas:

- Knowledge of office policies and procedures
- Experience working with Volunteers (Great Asset)

Skills

The Volunteer Champion must demonstrate the following skills:

- Excellent interpersonal skills
- Cultural sensitivity
- Analytical and problem-solving skills
- Decision-making skills
- Practical verbal and listening communications skills
- Effective written communications skills
- Computer skills, including the ability to operate Microsoft Office Suite and various software platforms
- Stress management skills
- Time management skills
- Ability to communicate in a friendly and informative manner with people from a wide variety of cultural and ethnic backgrounds

Personal Attributes

The Volunteer Champion must maintain strict confidentiality in performing the duties of the Volunteer Champion. The Volunteer Champion must also demonstrate the following personal attributes:

- Be honest and trustworthy
- Be respectful and inclusive of all individuals
- Be flexible and considerate
- Demonstrate sound work ethics

This is a full time position. There will be some travel and mainly based out of our Mission Thrift Store Hamilton location at 601 Upper Gage Ave, Hamilton, ON.

If you feel you have the passion and skill set that would help to advance the purpose of BFM (Hamilton) Enterprises Society, we look forward to hearing from you! Please submit your resume by September 15th, 2023 by email to hamilton@missionthriftstore.com

(BFM (Hamilton) Enterprises Society welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.)