

Date: November 6, 2023

**Job Title: Volunteer Coordinator, Ottawa, ON**

**About Us:** Spirit Life Miracle Centre is a vibrant and welcoming faith community located in Ottawa, Ontario. Our mission is to create a loving and supportive environment where people can grow in their faith, connect with others, and make a positive impact on our local community. We are a Not-For Profit Organization registered to operate in the province of Ontario. We are seeking a passionate and dedicated Volunteer Coordinator to join our team and help us further our mission through the recruitment, engagement, and coordination of volunteers.

**Position Overview:** As the Volunteer Coordinator at Spirit Life Miracle Centre, you will play a pivotal role in connecting volunteers with meaningful opportunities to serve and contribute to our faith community's growth and impact. You will work closely with church leaders and volunteers to ensure that our volunteer program is well-organized, effective, and fulfilling for those involved.

**Key Responsibilities:**

- Recruit, onboard, and train volunteers for various church programs and initiatives in liaison with members of the leadership team.
- Develop and maintain relationships with volunteers, ensuring their needs and expectations are met.
- Match volunteers with suitable roles based on their skills, interests, and availability.
- Oversee the scheduling and coordination of volunteer shifts for events, services, and projects.
- Provide ongoing support and supervision to volunteers, addressing any issues or concerns.
- Promote volunteer opportunities and engage with the congregation to encourage participation.
- Collaborate with church leaders to assess the needs of the community and align volunteer efforts with those needs.
- Keep accurate records of volunteer information, hours worked, and contributions made.
- Coordinate volunteer recognition and appreciation events.

**Qualifications:**

- A passion for community engagement and volunteerism.
- Strong interpersonal, communication, and teamwork skills, .
- Organized and detail-oriented with the ability to manage multiple tasks.
- Previous experience in volunteer management or related roles is an asset.
- A deep commitment to the mission and values of Spirit Life Miracle Centre.
- Flexibility to work remotely on weekends and evenings as needed.
- Proficiency in Microsoft Office

**How to Apply:** Please submit a single pdf file including your resume and a cover letter detailing your relevant experience and explaining why you are interested in this role to [admin@spiritlifechurch.ca](mailto:admin@spiritlifechurch.ca) by **November 24, 2023**. Be sure to include "Volunteer Coordinator Application" in the subject line. We welcome applications from all qualified candidates. Accommodations are available upon request for candidates with disabilities throughout the recruitment process. We look forward to receiving your application and exploring the possibility of having you join our team to make a positive difference in our community. Please note that only shortlisted candidates will be contacted. Thank you for considering Spirit Life Miracle Centre as your next career opportunity.



**Spirit Life Miracle Centre**

6B-1800 Bank Street, Ottawa, ON | [spiritlifechurch.ca](http://spiritlifechurch.ca)