

NACCA

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Newmarket African Caribbean Canadian Association (NACCA) is committed to providing strong leadership for our diverse resident Black community, especially Black youth. We serve the Newmarket and surrounding areas.

We operate within an Anti-Oppression & resisting Anti-Black Racism paradigm to:

- Build bridges that promote intercultural understanding.
- Create opportunities for community engagement that support a sense of belonging.
- Bring awareness to issues affecting and relating to Black youth and culture.
- Embrace prospects within the community to address and dismantle anti-Black racism, inequality and discrimination.
- Seek opportunities for positive interaction that will foster pride in Black history, culture and identity.

If you are looking to build communities, support youth mentorship and strengthen the Black family unit, then consider this opportunity below.

Job Title: Volunteer Coordinator

Employment Type: Part-time

Pay Range: \$22 - \$27 per hour, 10-15 hours per week

Location: Newmarket

Reports to: Executive Team

Primary Function

NACCA is looking for a detail-oriented and community-focused volunteer coordinator to be responsible for our directory of volunteers and volunteer opportunities. The volunteer coordinator's responsibilities include recruiting and onboarding new volunteers, keeping a file of volunteer information and skills, matching volunteers to opportunities that suit their skills, keeping volunteers informed, and conveying the organization's purpose to volunteers.

The successful volunteer coordinator should be meticulous about record keeping and passionate about community building and volunteer work. The candidate should uphold

the organization's core values and vision, and support its strategic direction. They will participate in activities and events and be a point of contact for volunteers.

Key Accountabilities/Actions

- Recruiting, onboarding, and overseeing new volunteers.
- Responding to volunteer inquiry.
- Collecting information, availability, and skills, and maintaining an up-to-date record.
- Keeping new and existing volunteers informed about the organization's activities, events and volunteer opportunities.
- Matching volunteers to opportunities that suit their skill sets, and ensuring they understand their responsibilities and receive the proper training (volunteer handbook provided).
- Organizing, training and keeping schedules and records of volunteers' work.

Recommended Skills & Experience

- Cultural competency and/or lived experience relating to Black Canadians is an asset.
- An associate's degree in business management, human resources, or a related field an asset
- Experience in volunteering and recruitment.
- Working knowledge of Google workspace.
- Excellent communication and interpersonal skills.
- Excellent organization and team-building skills.

Candidates should submit their resume and cover letter to: the Hiring Committee
Newmarket African Caribbean Canadian Association (NACCA)
449 Eagle Street, Newmarket ON L3Y 1K7
Email: hr@naccacommunity.ca

No telephone enquiries. NACCA thanks all applicants for their interest. However, only those persons selected for an interview will be contacted.

The Newmarket African Caribbean Canadian Association is an equal opportunity employer and applicants from racialized and marginalized communities are strongly encouraged to apply. NACCA promotes the principles of diversity and equity and adheres to the tenets of the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. This job ad is available in an alternative format upon request. If you are a person with a disability and require technical aids or alternate arrangements for tests or interviews, please advise us of these needs when you are contacted for an interview.

Goals/outcomes

- Increased enrollment in the NACCA volunteer program
- Increased student/youth engagement with NACCA

- Increased student involvement/participation at NACCA events, workshops and other youth focused initiatives
- Increased pride and sense of belonging in the organization
- Increased awareness among the student/youth population on how they can volunteer with NACCA and/or become a member
- Increase awareness of the programs and purpose of NACCA

Volunteer Performance Evaluation

Volunteers are the backbone of the organization and we are thankful for their time and willingness to serve our community. Working in a unified, collaborative and supportive culture where everyone is respected and feel like they belong is essential, not only to our core values, but our brand identity. Ubuntu - I am because we are, means that we have a collective responsibility to support the organization's collective achievement.

As such, the organization is putting processes in place to hold volunteers accountable and support them toward success. This means that we recognize that there are, in fact, standards and/or goals for volunteers' involvement and we aim to be clear and consistent in our approach.

Volunteer performance evaluation will be a key tool in our journey to embracing volunteer engagement best practices and, ultimately, increased volunteer impact. Performance reviews will be conducted once quarterly for the first year and twice per year, subsequently.

An important tool that we will use as a reference is the **volunteer position description**. The description above outlines the intended impacts and outcomes of the work. Ultimately, both NACCA and the volunteer want to know whether the volunteer's actions are leading to those desired outcomes. In areas where volunteers are achieving those outcomes, we will celebrate their success and acknowledge their achievements. Where the outcomes are falling short, we will have a conversation about what success would look like, what actions might need to be taken, and then we can agree on a timeline for changes.

Thank you for choosing to be a part of the Volunteer Program with the Newmarket African Caribbean Canadian Association (NACCA). Through your commitment, dedication and passion, NACCA is able to provide quality programs and services to the Newmarket community.