

SEESA is a non-profit organization serving Seniors (55+ yrs.) in Southeast Edmonton. Our services include a wide range of recreation activities, education, clubs and healthy life-long learning opportunities. As we plan to reopen our centre we need to fill some key positions.

Volunteer Coordinator

The Volunteer Coordinator is responsible for the recruitment of volunteers, screening volunteers, training of volunteers, supervision and evaluation of volunteers. The Coordinator is also responsible for developing program which assists in the retention of our volunteers and volunteer appreciation.

Qualifications:

This full-time position requires a Bachelor's degree or equivalent in related studies, minimum of 5-8 years related work experience, budget management, experience with a strong understanding of the senior sector and experience with development, coordination and delivery of programs.

Salary: \$49,000- \$50,000

Date Due: August 21, 2021.

Please send your resume to mom.mitchell@hotmail.com