

Brocklehurst Gemstone Care Centre

Position: Community and Volunteer Coordinator (Part-Time)

Brocklehurst Gemstone Care Centre is a comfortable & secure seniors' complex care home situated on 4 acres of lawns and gardens overlooking the Thompson River in Kamloops. Opened in June 2013, Gemstone is committed to providing exceptional care & service and to supporting the quality of life for each resident in our licensed 130-bed care home.

Gemstone is committed to the enhancement of resident services with a strong volunteer program. Kolbina Care for Seniors, Gemstone's care service provider, is excited to announce that it has created a new part-time role, Community and Volunteer Coordinator. The work hours for this position are Monday to Friday and 15 flexible hours per week.

This position serves to improve the quality of life for Residents by 'enriching community connections' and to improve quality of life for Community Members through 'meaningful experiences with aging and end of life care'. Ultimately, this position will build strong connections between the community and the care centre.

How you will be successful as the Volunteer Coordinator:

- Volunteer Programming: Develop, implement and evaluate a variety of volunteer and community engagement programs.
- Volunteer Attraction, Orientation and Coordination: Attract, screen, train, assess, engage and retain a robust and diverse team of volunteers, meeting targets for total number of volunteers, average volunteer tenure and total annual volunteer hours.
- Community Partnerships: Establish and nurture new community partnerships as targeted, to result in a sustainable volunteer program through strong relationships with community groups, family council and volunteer organizations.
- Volunteer Data Management and Reporting: Maintain accurate and up to date volunteer program records, reporting results as requested.

As the ideal candidate:

- You are a self-starter, with demonstrated exceptional leadership skills. You lead with a positive outlook, you are flexible in your approach and you live up to your commitments.
- You have outstanding time management skills, and are able to effectively prioritize and multi-task.
- With your superb interpersonal skills, you have a proven ability to build and nurture strong relationships at all levels.
- You are professional, both in manner and appearance.
- You are a highly effective communicator, both written and oral.
- You are a team player and have a pro-active approach to problem solving.

- You are interested in contributing to a company with an enviable work culture. With your passion for learning and growth, you have an eagerness to successfully develop this new position within the company.
- You have completed a post-secondary course in Volunteer Management.
- You have at least 3 years recent experience in managing volunteers.
- Some experience in the health care sector is an asset.
- You have basic level computer competencies (Microsoft Outlook, Word and Excel).

Why you should work for Kolbina at Gemstone:

- We offer competitive compensation commensurate with experience.
- Our workplace is highly engaged, respectful, and team-oriented.
- We are passionate about our values and we live them daily: Teamwork, Passion for Learning and Growth, Positive Outlook, Flexibility, and Accountability.
- Our beautiful care home is almost 5 years old, and is situated on 4 acres of lawns and gardens overlooking the Thompson River.

Applicants should email their resume to info@brockgemstone.ca. We thank all applicants for their interest in working at Gemstone, and will contact successful applicants to explore fit with this exciting position.