



CANADA

Manager of Volunteer Services (Volunteer Position)

At Tearfund, we are Christians passionate about ending poverty. We seek to continue God's restoration mission on Earth and won't stop until poverty stops. Here you will join other Christians who want to help the poor escape poverty and believe that working with the local church is the best way to transform lives, restore relationships and help people be lifted out of poverty. When disasters strike, we respond quickly.

As Manager of Volunteer Services, you will be responsible for building Tearfund's volunteer program and managing a team of volunteers to accomplish God's restoration mission.

Position Profile

Position:	Manager of Volunteer Services (Volunteer)
Reports to:	Marketing and Communication's Manager
Location:	Markham, Ontario or remotely
Schedule:	10 to 20 hours per week
Dates:	Ongoing
Application deadline:	September 15, 2019

Benefits of this Position

- The opportunity to make a real life-changing difference in the lives of people living in poverty through the world
- You will gain experience and knowledge in international development with a brand that is globally recognized.
- The opportunity to use your God-given skills and abilities to build God kingdom
- You will have the opportunity to take on new challenges and build something lasting.
- You will have the opportunity to visit our partner countries to see the work God is doing in the lives of the poor first hand

Position Description

About Tearfund

Tearfund Canada is made up of Christians passionate about ending poverty. We are part of the global Tearfund family, which raises more than \$200M and works in over 50 countries. Tearfund Canada leads life-transforming projects in 11 countries across Africa and Asia with long-term church-based partners.

Tearfund Canada is the official relief and development arm of six Canadian denominations and many independent churches. We raise funds from individuals and churches, as well as Global Affairs Canada and the Canadian Foodgrains Bank.

We believe that poverty is a result of broken relationships and seek to address all aspects of poverty: physical, spiritual, emotional, and social.

This Role

This role is perfect for a HR/volunteer professional who is passionate about creating significant, lasting change for God's Kingdom. As the Manager of Volunteer Services you will be responsible for re-designing and building Tearfund Canada's volunteer program from the ground up. Our current volunteer program is small and disjointed, needing re-thinking and management.

Working with the Director of Marketing and Communications, you will identify Tearfund's human capital needs and design a volunteer program that fulfills them. You will be responsible for program design,

recruitment, incentives, management, processes, policies, and ongoing management. You will provide the Director of Marketing and senior management with recommendations for implementation and improvement.

Weekly Activities

- Program Strategy and design as required
- Identification of volunteer needs within the organization
- Recruitment of new volunteers through digital, churches, events and other means
- Weekly management of volunteers including coordination of tasks and deadlines
- Finding ways to improve volunteer experience and morale including events, appreciation nights, and other methods, as required
- Providing an update to the Director of Marketing and Communications
- Providing advice and recommendations to senior management
- Acting as an advocate of Tearfund and finding new ways to improve Tearfund's fulfilment of its mission to follow Jesus where the need is greatest.

Qualifications

- Fully aligned with the vision, mission, and values of Tearfund Canada
- Passionate about seeing Christ's Kingdom come on Earth. Seeing work as worship.
- Completion of college or university degree in human resources or equivalent experience
- 3+ years of human resources experience (volunteer management preferred)
- Experience in a non-profit is a strong asset
- Demonstrated experience building and managing teams from scratch.
- The ability to be flexible and adaptable in an unpredictable environment.
- Entrepreneurial and a creative problem solver.
- Excellent written and verbal communication skills
- Demonstrated ability to think and plan strategically and manage tactically
- Knowledge of marketing and/or fundraising desirable
- Demonstrated planning, evaluation and project management experience.
- Strong leadership in recruiting, coaching, training and developing staff (or volunteers)
- CHRL designation a strong asset

Application

To apply: Send a brief cover letter on how you would incorporate your faith into this role and why you're the right person for it, along with your current resume.

Note: September 15, 2019. Applications will be received on a rolling basis.

Please apply by email only, with cover letter and resume, to Matthew Schroeder at mschroeder@tearfund.ca

Qualified candidates must be able to demonstrate a commitment to the core values and Christian mission of Tearfund Canada.

Tearfund Canada welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank all applicants for applying, however will only reply to those selected for interviews.

To learn more about Tearfund Canada, visit Tearfund.ca