



Lakehead Social Planning Council
Point in Time Count/Registry Week Volunteer Coordinator
Job Description

Job Summary:

Under the direction of the Director of Services and the Social Researcher, the Point in Time Count/Registry Week Volunteer Coordinator is responsible for recruiting, training, coordinating, and managing volunteers for the 2018 Point in Time (PiT) count/Registry Week, as well as support the role of the PiT/Registry Week coordinator as per the guidelines from Service Canada and the Canadian Alliance to End Homelessness 20,000 Homes Campaign by working collaboratively with the Lakehead Social Planning Council and its partnering agencies, including but not limited to the Thunder Bay Indigenous Friendship Centre, the Community Entities and the Community Advisory Boards who implement the Homelessness Partnering Strategy, Thunder Bay District Social Services Administration Board, and the City of Thunder Bay's Drug Strategy.

PiT count captures the number of individuals, in a 24-hour period, who are homeless on a specific date and provides data for communities to plan and prioritize appropriate responses.

Registry Week, which is part of the 20,000 Homes Campaign is a coordinated outreach and triage assessment process to develop actionable data on every person experiencing homelessness. Registry Week starts the same time as the PiT Count and finishes 7 days later.

Qualifications / Skills:

- * Volunteer recruitment, training, management, and coordination experience or equivalent.
- * Knowledge and understanding of Indigenous cultures and traditions and ability to work with culturally diverse people.
- * Knowledge of / experience with populations affected by homelessness and issues in the Thunder Bay area.
- * Knowledge of the network of community, health and social services supporting this population
Experience leading and coordinating complex community projects involving multiple stakeholders, such as businesses, public service sector and partnering agencies.
- * Computer literacy utilizing MS Office software applications with proficiency in word processing, spreadsheet and database applications.
- * Familiarity with volunteer recruitment, training and management.
- * Ability to lead, plan and coordinate / facilitate meetings.
- * Exceptional oral and written communication and interpersonal skills.
- * Self-motivated individual with the ability to work with minimal supervision in a team-oriented setting.
- * Must possess strong time management and organizational skills.
- * Ability to exercise judgement, problem solve and take initiative.
- * Ability to meet deadlines.
- * Ability to work flexible hours, evenings and/or weekends, & work outside regular business hours.
- * Must have access to a vehicle, valid driver's license and insurance.

Duties or Responsibilities:**1. Point in Time Count/Registry Week Activities**

- Recruit, plan and execute training for, and manage volunteers for the 2018 PiT Count/Registry Week.
- Mobilize organizations and community members that provide volunteers.
- Leverage community support and participation.
- Assist the PiT Coordinator in their duties.
- Ensure the safety of volunteers and participants.
- Assist with coordinating data input and analysis.
- Actively participate with PiT/Registry Week committee.
- Assist to prepare the final PiT Count/Registry Week report for submission.

3. Training and Professional Development:

- Attend workshops, conferences/meetings, and any other training deemed relevant.

4. Public Relations / Community Development & Outreach Activities:

- Initiate and maintain contact with community agencies.
- Attend relevant meetings.
- Respond to correspondence and information requests.

5. Other Duties:

- Carry out additional tasks and perform other duties relevant to the program as directed.
- Keep apprised of relevant legislation or policy changes.
- Observe health, fire and safety regulations; uphold health and safety standards.

RELATIONSHIPS:**1. Lakehead Social Planning Council:**

The PiT/Registry Week Volunteer Coordinator will keep the Director of Services and the Social Researcher apprised of all important matters related to the project activities by providing written reports for review and oral reports on an ad hoc basis.

2. Point in Time Count/Registry Week Committee:

The PiT/Registry Week Volunteer Coordinator will keep the Point in Time Count committee apprised of all important matters related to the Point in Time Count and the Registry Week by providing regular written reports and oral reports on an ad hoc basis.

ACCOUNTABILITY:

The PiT/Registry Week Volunteer Coordinator is accountable to the Director of Services for the efficient performance of his/her function.

TERMS AND CONDITIONS OF EMPLOYMENT:

1. Hours may vary but shall not exceed the approved hours as per HPS contract unless prior approval has been authorized to exceed terms and conditions.
2. Adheres to policies and procedures according to the Lakehead Social Planning Council's *Personnel Policy Manual* - March 24, 2010.

CONDITIONS OF EMPLOYMENT

- Ability to work flexible hours, evenings, and/or weekends.
- Must have a valid Ontario Driver's License and the use of a reliable vehicle.

Please send resume and cover letter via email to:

mklassen@tbaytel.net

with subject: Volunteer Coordinator

