



T.E.A.D. Equestrian Association for the Disabled

Position: **Coordinator of Volunteers**

Reports to: Executive Director

Status: Full-time

Hours: Up to 40 hours/week (to be negotiated based on availability)

Salary: Compensation will be commensurate with experience

Who is TEAD?

TEAD is a not-for-profit therapeutic riding centre located in Mount Hope, Ontario. The organization is dedicated to enhancing the quality of life for children and adults with any physical, cognitive or emotional challenges through a unique form of proven therapy using horses. TEAD's year-round programming is supported by a dedicated and highly motivated team of instructors and volunteers who share a passion for providing the highest quality of care and rehabilitation for over 120 riders and their families.

Job Description

Are you passionate about making a difference in the community? Do you excel in building and maintaining relationships? We are currently seeking a dedicated and enthusiastic Volunteer Coordinator to join our team at TEAD. This is an exciting opportunity to engage and empower volunteers in our mission to enhance the quality of life for children and adults with any physical, cognitive, and emotional challenges through a unique form of proven therapy with the use of horses.

The Volunteer Coordinator works under the direction and supervision of the Executive Director and supports TEAD's goals of client-centered, cost-effective and high-quality therapeutic riding and unmounted services. The Coordinator of Volunteers is responsible for recruitment, management, and retention of all TEAD volunteers.

This position will require strong leadership and the ability to distinguish talent, motivate and inspire individuals. The role also requires excellent organizational and communication skills, as well as the ability to function well under pressure. The role requires that you be familiar with computers and MS Office applications, and the ability to adapt to new programs and software.

The overarching goal of the Coordinator of Volunteers is to ensure that TEAD is always supplied with the best and most reliable individuals, and that they are correctly utilized for the fulfilment of the organization's mission.

Responsibilities:

- Recruit, screen, and onboard volunteers based on the needs of the organization.
- Develop and implement volunteer recruitment strategies to attract a diverse pool of candidates.
- Match volunteers with appropriate roles and responsibilities based on their skills, interests, and availability.
- Arrange appropriate training for new recruits and current volunteers seeking to volunteer in other areas.
- Coordinate volunteer schedules and ensure coverage for all necessary activities and events.
- Maintain accurate volunteer records, including contact information, hours contributed, and achievements.
- Foster positive relationships with volunteers, providing ongoing support, recognition, and opportunities for growth.
- Collaborate with staff members to identify volunteer needs and integrate volunteers into organizational programs.
- Evaluate and assess the effectiveness of volunteer programs and implement improvements as needed.
- Collaborate with community partners and organizations to expand volunteer opportunities and resources.

Qualifications:

- Proven experience in volunteer coordination or related roles
- Excellent communication and interpersonal skills, with the ability to engage and motivate volunteers.
- Strong organizational and time management abilities, with attention to detail.
- Ability to manage a constant flow of emails and phone calls with little interruption to daily operations.
- Ability to work independently and collaboratively within a team environment.
- Proficiency in using volunteer management software or databases as well as Microsoft Office applications including MS Word, Excel, Outlook etc.
- Knowledge of community resources and volunteer engagement best practices

- Flexibility to work evenings and weekends as needed for volunteer events and activities.
- Valid Vulnerable Person's Criminal Record Check is a requirement of employment with TEAD.
- Valid First Aid/CPR Certification
- Horse and Barn knowledge/experience considered an asset.

How to Apply:

Interested candidates are invited to submit their resume and a cover letter highlighting their relevant experience and why they are interested in the Volunteer Coordinator position. Please email your application to melissa.horvath@tead.on.ca with the subject line "Volunteer Coordinator Application - [Your Name]."

We thank all applicants for their interest in joining TEAD. However, only those selected for an interview will be contacted.

TEAD is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and volunteers.