



Volunteer Coordinator Posting TEAD Therapeutic Riding Centre

Summary

TEAD Therapeutic Riding Centre is currently accepting applications for a Volunteer Coordinator to support our organization. We are seeking a highly organized, relationship-focused individual with experience in volunteer coordination, training, communication, and program support. The successful candidate will play a key role in supporting volunteers across all TEAD programs and services while helping advance our mission of improving the lives of individuals with physical, cognitive, and emotional challenges through therapeutic and equine-assisted services.

Interested applicants should submit a cover letter and resume to Lori Macnab at troton@tead.on.ca or [submitting through Indeed](#).

Description

Founded in 1978, TEAD is a registered charity that provides therapeutic horseback riding lessons and programming to children, youth and adults with physical, cognitive and emotional challenges. TEAD is located in Mount Hope, Ontario and includes an indoor riding arena, a large outdoor sand ring, an 18-stall barn, a summer-camp clubhouse, 8 tacking and grooming stalls, and 92 acres of rolling fields and trails.

TEAD is a fully accredited therapeutic riding, training and examination facility that operates under the safety and operational guidelines of CanTRA (Canadian Therapeutic Riding Association).

At TEAD we are dedicated to enhancing 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. We strive to deliver our programs to our clients in a manner consistent with our values of commitment to safety, integrity, respect and collaboration with our team of dedicated staff and volunteers.

Opportunity Overview

Position: Volunteer Coordinator (Vacant)

Position Type: Full-Time (30 hours per week)

Location: Mount Hope, Ontario (On-Site)

Reports To: Executive Director

The Volunteer Coordinator reports to the Executive Director, serves as TEAD's central resource for volunteer management and is responsible for the recruitment, screening, onboarding,

training, scheduling, engagement, retention, and administration of volunteers across all TEAD operations. This includes therapeutic riding programs, clinical services, camps, special events, fundraising initiatives, and community outreach activities.

This position requires flexibility to support activities including volunteer training sessions, special events, camps, and fundraising initiatives.

Major Responsibilities

In accordance with the approved TEAD's policies and objectives, complete the following responsibilities to support TEAD's operations.

1. Volunteer Recruitment & Onboarding

- Coordinate volunteer recruitment efforts through community outreach, partnerships, volunteer platforms, schools, and social media.
- Manage volunteer screening, interviews, onboarding, orientation, and documentation processes.
- Ensure volunteers meet all screening, training, confidentiality, and organizational requirements prior to placement.

2. Volunteer Scheduling & Coordination

- Develop and maintain volunteer schedules across all TEAD programs and services, including therapeutic riding, clinical services, camps, events, fundraising initiatives, and community outreach activities.
- Coordinate volunteer assignments based on organizational needs, participant requirements, volunteer qualifications, and availability.
- Work collaboratively with program staff and organizational leadership to ensure adequate volunteer support and coverage.

3. Volunteer Education & Training

- Develop, coordinate, deliver, and evaluate volunteer orientation and training programs.
- Create and maintain training materials, manuals, and educational resources.
- Coordinate training related to volunteer expectations, participant support, safety procedures, emergency response, confidentiality, and role-specific responsibilities.
- Support volunteer development through coaching, mentorship, and ongoing learning opportunities.

4. Volunteer Engagement & Retention

- Foster a welcoming, inclusive, and supportive volunteer culture.
- Serve as the primary point of contact for volunteers and support volunteer engagement, retention, and recognition initiatives.
- Coordinate TEAD's Volunteer Mentor Program and support volunteer leadership development.

- Gather volunteer feedback and identify opportunities to enhance the volunteer experience.

5. Program & Organizational Support

- Serve as TEAD's central resource for volunteer management across all organizational programs and services.
- Support camps, special events, fundraising initiatives, community outreach activities, and organizational growth initiatives.
- Collaborate with staff and leadership to identify volunteer requirements and support organizational goals.

6. Administration, Reporting & Compliance

- Maintain volunteer records, training documentation, screening records, and compliance requirements.
- Track volunteer participation, training completion, recruitment, retention, and engagement metrics.
- Monitor compliance with organizational policies, confidentiality requirements, volunteer standards, and applicable legislation.
- Support continuous improvement of volunteer management systems, processes, and programs.
- Perform other duties as assigned in support of TEAD's mission, programs, services, and organizational objectives.

7. Safety & Risk Management

- Promote and reinforce safe volunteer practices during all programming activities.
- Ensure volunteers understand emergency procedures, incident reporting requirements, and equine safety expectations.
- Monitor volunteer suitability and performance within safety-sensitive environments.
- Report incidents, concerns, hazards, and operational risks to appropriate leadership personnel.
- Support TEAD's commitment to maintaining a safe environment for participants, volunteers, staff, visitors, and horses.

Volunteers are essential to TEAD's ability to deliver safe, high-quality services to our participants and their families. As Volunteer Coordinator, you will play a critical role in ensuring volunteers are recruited, trained, supported, and recognized across the organization. Your work will directly contribute to participant safety, volunteer engagement, program quality, and TEAD's continued growth and impact within the community.

Skills, Experience and Attributes Required

- Experience coordinating volunteers, community programs, staff, or service delivery operations.

- Experience developing and delivering training, workshops, orientations, or educational programs.
- Strong communication, facilitation, organizational, and interpersonal skills.
- Ability to manage multiple priorities and maintain accurate records.
- Experience handling confidential information with professionalism and discretion.
- Knowledge of volunteer recruitment, engagement, retention, and development practices.
- Experience working with individuals with disabilities, volunteers, or within a non-profit environment is considered an asset.
- Familiarity with equine-assisted services or farm-based environments is considered an asset.
- Ability to work effectively in dynamic and fast-paced environments
- Familiarity with volunteer scheduling systems or administrative platforms considered an asset
- Valid Vulnerable Persons Criminal Reference Check.
- Valid First Aid/CPR Certification or willingness to obtain.

Working Conditions

- Combination of office, program, and outdoor work environments.
- Frequent interaction with volunteers, participants, families, staff, clinical service personnel, and horses.
- Regular walking, standing, and movement throughout program areas.
- Exposure to outdoor weather conditions and farm environments.
- Flexible scheduling requirements based on programming and event needs to support activities, events, camps, and fundraising initiatives.
- Fast-paced environment requiring adaptability and strong communication skills

Compensation

TEAD offers a competitive salary commensurate with experience, qualifications, and demonstrated abilities.

How to Apply

Please submit your resume and cover letter to Lori Macnab at troton@tead.on.ca outlining your interest in joining the TEAD team as Volunteer Coordinator, or [submitting through Indeed](#).

TEAD Therapeutic Riding Centre is committed to providing accommodation throughout the recruitment and selection process in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Applicants requiring accommodation are encouraged to notify TEAD and appropriate arrangements will be made.