

Volunteer Description

JOB TITLE: <i>REGIONAL COMMUNITY SERVICES COORDINATOR</i>	MEMBERSHIP: <i>This person may provide support to more than one Administrative Centre</i>
ADMINISTRATIVE CENTRE:	FREQUENCY: <i>MEETINGS AS REQUIRED</i>
REPORTS TO: <i>Accountable to the Volunteer Administrative Board, liaise with the Provincial Mentor, local volunteers and provincial office.</i>	<i>This position could be integrated into an Administrative Centre Team comprised of the RCSC, Centre Manager and Board Chair to the Administrative Centre.</i>
PURPOSE OF THE JOB <ul style="list-style-type: none"> • To coordinate the support and resources necessary for the local St. John Ambulance operation to deliver Community Services based on needs of the communities. 	
ESSENTIAL DUTIES <ul style="list-style-type: none"> • Oversee the planning and Resources Management of Branch Community Service activities. • Manage service-oriented volunteers. • Market the Communication of Community Service activities, in consultation and cooperation with the Administrative Centre Manager. • Facilitate the delivery of Community Services. • Administrate Community Services activities in accordance with National and Council Directives. • Actively participate in dialogue with assigned Provincial Mentor. • Regularly attend unit meetings, duties, and visits of the branches' affiliate units. • Actively participate as a member at Administrative Centre Board Meetings. • Advocate for all Honours and Awards Committees in the regions of responsibility. 	
KNOWLEDGE, SKILLS, EDUCATION & EXPERIENCE <ul style="list-style-type: none"> • Working understanding of Council strategic plan • Sound budget planning • Knowledge of Needs and Assessment planning • Volunteer management • Resources management • Current public affairs • Marketing • Skill to implement new initiatives • Written and oral communication skills • IT skills • Having held a position of responsibility in SJA and volunteer sector experience are a benefit. • Management experience including staff supervisory experience 	

SCREENING

- Application Form
- Interview
- Signed Agreement (including Code of Conduct)
- 2 to 3 Reference Checks
- Initial Police Reference Check with annual attestation
- Consideration given to Police Re-Checks based on changes in membership role or status
- Orientation and Training
- Close Monitoring and Supervision
- Probation Period, followed by an evaluation then annual evaluation

RISK RATING HIGH

- Vulnerability of Persons Served – High
- Access to Property - High
- Degree of Isolation - Med
- Degree of Physical Contact - Low
- Degree of Physical Demands – Med
- Degree of Inherent Risk - High
- Degree of Trust – High
- Skills and Knowledge Required - Med
- Degree of Supervision – Med-High