



Are you interested in applying your passion for volunteering and skills in volunteer management to help a grassroots Canadian charity? If so, this is the perfect opportunity for you!

The Canada-Mathare Education Trust (CMETrust) is looking for a **Volunteer Coordinator to join its Board of Trustees.**

Background:

Canada Mathare Education Trust (www.CMETrust.org) works to advance education in Kenya by providing high school scholarships, post-secondary school support, computer training, and personal and professional development workshops to children from the Mathare Valley, the second largest slum in Nairobi, Kenya. We are an entirely volunteer run, registered Canadian charity (and Kenyan Community-Based Organization), governed by a Canadian Board of Trustees and implemented on the ground by Kenyan Field Representatives.

Description of Position:

The Volunteer Coordinator is a member of the CMETrust Board of Directors. They are responsible for the recruitment, retention and recognition of volunteers. They will work with Board members to identify volunteer needs, develop effective strategies for recruitment, and ensure volunteers remain engaged over time. The Coordinator will also maintain up-to-date records for all volunteers.

Main responsibilities include:

- With other Board members and event leads, identify volunteer needs and recruitment strategies
- Carry out recruitment, including developing and circulating job descriptions, administering interviews or reference checks, and onboarding incoming volunteers
- Develop strategies to encourage volunteer retention at all levels of the organisation
- Identify opportunities for volunteer recognition and/or skills development
- Maintain up-to-date records for all volunteers, including documentation and current contact information
- Work with the Board's Kenya Liaison and Kenyan Field Representatives to develop a manageable volunteer system adapted to Kenya
- Provide financial oversight, organizational support and strategic management for the charity, contributing to consensus building through open dialogue amongst the Board of Trustees
- Attend (in person or via teleconference) and contribute to the five Board Meetings held each year

Skills required:

- Experience managing volunteers/personnel in a non-profit setting, including recruitment, retention, and recognition

- Passion for volunteering and improving the volunteer experience
- Task-oriented, with the ability to be self-directed
- Strong interpersonal, communication and leadership skills to collaborate effectively and efficiently with other Board members and volunteers

Specifications:

- Volunteer would work from home and participate in meetings in person in Ottawa or Toronto or via teleconference/webinar from elsewhere.
- Time commitment of approximately 15 hours per month

If you are interested in this opportunity, please contact info@cmetrust.org