



Scarborough Centre for Healthy Communities (SCHC) is dedicated to improving the health and well-being of Scarborough's diverse communities by providing accessible, equitable, and transformational health and social services. Through our Neighbourhood Health Model, strong community partnerships, and a commitment to addressing the social determinants of health, we create opportunities for people and communities to thrive.

Guided by our I2CARE values—Inclusivity, Innovation, Collaboration, Accessibility, Respect, and Equity—we foster a workplace where people feel valued, supported, and empowered to make a meaningful difference.

As an academic community health organization, we advance health equity through research, education, and knowledge sharing. We prepare the next generation of health professionals through community-based learning experiences that reflect the realities of team-based care, community support systems, and the diverse communities they will serve.

We are currently looking to hire a:

Human Resources Administrator, Volunteer Coordination
1 – Full Time, Permanent (35 hours/week)

Reporting To: Director – Human Resources and Payroll

Purpose:

The purpose of this role is to support the volunteer function within the organization. The incumbent supports the HR Manager in overseeing the volunteer activities within the organization. The HR Administrator, Volunteer Coordinator will work with SCHC Program Leads to plan and develop volunteer roles and training needs. The incumbent is responsible for screening, recruiting, onboarding and offboarding volunteers. This role at times may be called upon to support the other areas of the Human Resource function.

Key areas of responsibility:

Volunteer

- Works with the HR Manager to identify organizational opportunities and needs for volunteers.
- Aligns volunteer skillset to with the organization's needs to provide for a mutually beneficial relationship.
- Supports the recruitment process by screening, interviewing, onboarding, placing and offboarding volunteers.
- Maintain orientation package and conduct Volunteer Orientation Sessions;
- Plan and organize volunteer appreciation, recognition and information events, including site selection, logistical arrangement, purchasing supplies, promoting events, scheduling and being the primary point of contact for the event.
- Maintain and cultivate stakeholder community relationships.
- Maintain the volunteer database.
- Periodically evaluate volunteers.
- Validate volunteer hours and manage award programs
- Promote the volunteer program by liaise with other community agencies and



associations to expand awareness of SCHC's volunteer opportunities.

- of SCHC's volunteer opportunities and identify new recruitment strategies.
- Prepare reports and news articles to communicate the contribution of volunteers to SCHC.
- Performs other duties as assigned.

Human Resources – Administration

- Support the Human Resources organizational function as instructed.

Educational and/or Professional Qualifications:

- Graduate of a Business Administration diploma or degree program.
- Minimum of three (3) years' experience in a Business Coordinator role with exposure to Human Resources, Facilities and Procurement practices.
- Knowledge and experience working with Quadrant is an asset.
- Effective team player, with ability to work collaboratively with representatives from various departments/teams across the organization.
- Ability to prioritize tasks to meet demands and deadlines.
- Proficient in the use of Microsoft office suite (excel, word, PowerPoint, Access)
- Strong organizational, interpersonal and communication skills.
- Must be detail oriented and hands on daily financial operation.
- Sensitivity and awareness of cultural, racial, economic, and socially diverse communities.

Significant Working Conditions:

- Most of the working hours fall into regular business hours.
- Flexibility is required to ensure all regulatory and stakeholder requirements are within their respective due date.
- Subject to a Police Reference Check and Vulnerable Sector Security Check.

Why SCHC:

- A strategic commitment to organizational health, ensuring our people and culture are well supported.
- 4 weeks paid vacation, additional time with tenure.
- Continuous funded training opportunities.
- Health benefits including prescription drugs, dental, vision care, alternative therapies, life insurance, employee assistance program, disability insurance; benefit coverage for family and dependents available.
- Mileage expenses reimbursed at CRA recommended rate.
- HOOPP pension plan member.
- A strategic commitment to Action on Equity to advance diversity, equity, inclusion and belonging utilizing an intersectional lens.

Remuneration: \$50,000 - \$60,000

Please apply in confidence to HR by email: Recruitment@schcontario.ca

Note: Please quote **HRA-VC** Position in the subject line.



We would like to thank all applicants; only those invited to interviews will be contacted.
This is an **Existing Vacancy**.

If you require any accommodation, please advise Human Resources. As a condition of employment all new hires must be legal to work in Canada. You will also be required to undertake a Vulnerable Sector Screening with Police Services.

SCHC values equity, inclusion and accessibility. We welcome those who have a demonstrated commitment to upholding these values and who will assist us to expand our capacity for diversity in the broadest sense. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, newcomers, persons with disabilities, and those who identify as women and/or LGBTQ2S+.

SCHC is committed to providing a barrier-free environment for all stakeholders including our clients, employees, job applicants, suppliers and any visitors who may enter our premises, access our information or use our services. We respect and uphold the requirements set forth under the *Accessibility for Ontarians with Disabilities Act, 2005*, and its associated regulations. SCHC will provide accommodations to applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform Human Resources staff of the nature of any accommodation(s) that you may require.

www.schcontario.ca.

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