

Volunteer Engagement Coordinator

Job Posting: #2026-09

Job Title: Volunteer Engagement Coordinator

Vacancy: Open

Reporting to: Operations and Risk Manager

Starting Date: **September 2nd, 2026, or ASAP**

Compensation for this role is expected to be between \$62,500. to \$70,000.

Employment type: Full-time with benefits, an average 37.5 hrs /week on site at Hospice Wellington, Guelph. Some evenings and occasional weekend work as needed. Current office hours of operation are Monday to Friday 8:30 a.m. to 4:30 p.m. Eastern Time.

The Volunteer Engagement Coordinator reports to the Operations and Risk Manager at Hospice Wellington. This is a key role within the Community Team which requires a strong commitment to the position. The Volunteer Engagement Coordinator (VEC) is primarily responsible for recruiting Volunteers based on the needs of Hospice Wellington. The (VEC) is responsible for retaining new volunteers and establishing bi-monthly volunteer meetings. The VEC will also develop specialized training (for example) in addition to the standard volunteer training for those working in palliative, bereavement or art therapy. Responsibilities also include, but are not limited to, engaging new and diverse volunteers and assisting in the development of new and ongoing volunteer appreciation events. This is a Full-Time position requiring flexibility to work evening and weekend hours as needed for meetings and projects.

Responsibilities:

- Volunteer Training and recruitment throughout Guelph & Wellington County
- Community Engagement which requires travelling and public speaking
- Review and Development of Volunteer Training modules
- Volunteer Recognition events
- Matching volunteers with program needs within Hospice Wellington
- Vigil Program Oversight
- Oversight to all residential volunteer support
- Advance Care Planning and Ambassador Engagement
- Home safety assessments

Experience:

- Excellent communication skills, both verbal and written to be used internally and externally

- Strong interpersonal skills with the ability to work independently and collaboratively in a fast-paced, energetic environment.
- Demonstrated ability to multi-task on a daily basis, realizing the need for detail-oriented work.
- Excellent public speaking skills with the ability to serve as a spokesperson for Community Engagement, ACP and facilitation of volunteer meetings/training.
- Ability to establish and maintain excellent working relationships with supervisor, co-workers, volunteers and donors.
- Knowledge of current, evidence-based methods and practices of volunteer management

Minimum Education and Requirements:

- Minimum of two years experience working with volunteers or a bachelor's degree in a related field
- Two years of experience in a progressive non-profit organization is highly desired.
- Hospice experience preferred
- The ideal candidate will have excellent interpersonal and communications skills with a strong passion for the organization's mission.
- Must possess a valid driver's licence.
- Current Vulnerable Sector Check

What We Offer:

- A positive, supportive, and inclusive work environment
- Working within a collaborative environment of staff and volunteers who are dedicated to the mission and vision of Hospice Wellington
- Ongoing training and development opportunities
- Excellent Extended Health & Dental Benefits, Life Insurance and LTD, GRSP, Health Spending Account (HSA)
- Access to Employee Assistance Program (EAP)

If YOU think that you would have skills and compassion to share on this team,
we would like to speak with you.

Please express interest by cover letter and resume and reference job posting #2026-09

Attention: Hiring Committee info@hospicewellington.org

Posting closing date: Friday August 28th, 2026.

As an equal opportunity employer, Hospice Wellington is committed to employment accessibility, diversity, equity and inclusion. For this reason, we encourage applications from members of equity-seeking groups including women, racialized and Indigenous communities, persons with disabilities, and persons of all sexual orientations and gender identities/expressions.

Accommodation is available during all aspects of the recruitment process. If you require accommodation, please make your request known when contacted.

Please note we *do not* use AI technology to assist in the screening and selection process.

We thank all applicants for their interest; those who are selected from your resume presentation and experience will be contacted for an interview.