





Vernon & District Immigrant & Community Services Society

#100-3003 30th Street
Vernon, BC
V1T 9J5

250.542.4177 
vdicss@vdicss.org 
www.vdicss.org 

About Us:

Vernon and District Immigrant and Community Services Society is rooted in the ancestral, traditional, and unceded territory of the Okanagan Syilx Nation. With deep gratitude, we acknowledge the centuries-long legacy of the Indigenous stewards who welcomed settlers with kindness. At VDICSS, we strive to emulate this inclusivity, fostering a culturally conscious, equitable community that champions the rights of all. Our mission is to support newcomers in becoming thriving, contributing community members, guided by our values of Equity, Empowerment, Progress, Inclusivity, Diversity, and Collaboration.

Position Overview:

We seek a passionate and organized Volunteer Facilitator and Community Connection Liaison to join our team. The ideal candidate will play a vital role in coordinating the volunteer program, actively recruiting volunteers, and helping with the integration of newcomers into our community.

Job Title: Volunteer Facilitator and Community Connection Liaison
Organization: Vernon and District Immigrant and Community Services Society
Location: Vernon, BC
Work Hours: Full Time 35 hours per week
Wage range: \$24- \$28 per hour

Responsibilities:

1. Volunteer Recruitment and Training:
 - Actively recruit and onboard volunteers through various channels.
 - Develop and conduct orientation and training sessions for volunteers, ensuring a comprehensive understanding of our organization's mission and goals.
 - Maintain a volunteer schedule for sufficient coverage and nurture a positive, inclusive volunteer environment.
2. Matching Process:
 - Work closely with program participants to understand their needs and preferences.
 - Skillfully match newcomers with suitable volunteers based on compatibility, skills, and language proficiency.
3. Monitoring and Support:
 - Regularly check in with both volunteers and newcomers to ensure a positive and effective relationship.
 - Provide ongoing support, guidance, and resources to volunteers to enhance their effectiveness in supporting newcomers.
4. Community Integration:
 - Welcome and assist newcomers in connecting with community resources and activities.
 - Organize orientation sessions to familiarize newcomers with local services and amenities.
5. Data Management:
 - Understands Excel and other tools to input and track volunteer information, ensuring accurate and up-to-date records.
 - Generate reports on volunteer engagement and program activities as needed.

We respectfully acknowledge that VDICSS is situated on the ancestral, traditional, and unceded territory of the Okanagan Syilx Nation. We are committed to working with local Indigenous partners to actively advance truth and reconciliation efforts. As we welcome newcomers to our community, we wish to honour the example of inclusivity of the Okanagan peoples by fostering a culturally conscious, equitable community that advocates for the rights of all.



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6. Collaboration:

- Work closely with community partners, organizations, and local agencies to enhance the support network for newcomers.
- Facilitate communication between volunteers, newcomers, and relevant community stakeholders.
- Ability to work independently and as part of a team.

Qualifications:

- Strong organizational and community minded
- Proficient in Microsoft Excel for data entry and reporting.
- Excellent interpersonal and communication skills.
- Previous experience in volunteer coordination or community outreach is an asset.

How to Apply:

If you are passionate about community building, possess the required skills, and are eager to make a positive impact, please submit your resume and cover letter to hr@vdicss.org with a subject title “Volunteer Coordinator/ Community Connections Liaison”. This position will remain open until a suitable candidate is found.

VDICSS is committed to providing equal opportunity for all employees and applicants, and our employees are people with different strengths, experiences, and backgrounds, who share a passion for improving people's lives. Diversity not only includes race and gender identity, but also age, disability status, veteran status, sexual orientation, religion, and many other parts of one's identity. All our employee's points of view are key to our success, and inclusion is everyone's responsibility.