



WOODLAND  
CULTURAL CENTRE

## Volunteer Program Coordinator

Location: Woodland Cultural Centre, 184 Mohawk Street, Brantford, ON  
Position: Volunteer Program Coordinator (Full-Time, Contract)  
Hours: 9am-4:30pm; Monday-Friday (37.5 hr/week)  
Rate of Pay: \$45,000/yr

### **SUMMARY**

The Woodland Cultural Centre is seeking an organized and self-motivated individual to recruit and coordinate volunteers for the Woodland Cultural Centre. This individual should be able to work with minimal supervision and the ability to communicate with people with diverse experience levels.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Scheduling volunteers and allocating responsibilities.
- Ensuring volunteer recruitment information is made available to identified communities.
- Ensuring members of the volunteer team receive the training they need to fulfill their responsibilities.
- Tracking volunteer recruitment and participation.
- Ensuring that volunteers meet the needs of the organization.
- Assist with the development of the marketing and outreach for the volunteer program.
- Understanding the Woodland Cultural Centre's needs and goals in order to effectively communicate with all stakeholders in our communities a part of our outreach efforts.
- Take an active role in all event and programming planning within the organization, including attending all meetings and being present for events.
- Promote a favourable image of the Centre at all times.

### **Qualifications**

- Strong communication and interpersonal skills.
- Strong organizational skills including sufficient computer knowledge to schedule and track volunteers.
- Ability to work independently and within a team.
- Must have reliable transportation to and from the Centre and a way to be reached in case of emergency.
- Interest in Indigenous Arts and Culture, special focus on the cultures, histories, and traditions within Southwestern Ontario

### **Please Note:**

- Only those applicants who meet the qualifications will be contacted for an interview
- Police Record Check will be required at the time of Offer of Employment

184 MOHAWK ST. BRANTFORD, ON. N3S 2X2  
WOODLANDCULTURALCENTRE.CA  
519-759-2650



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**If interested, please send cover letter, three references and resumé to:**

Woodland Cultural Centre  
184 Mohawk Street  
Brantford, ON N3S 2X2  
519-759-2650  
[frontdesk@woodlandculturalcentre.ca](mailto:frontdesk@woodlandculturalcentre.ca)

All applicants for this position should submit a complete application. Applications which are missing any of the necessary documents as listed in the job posting will be considered incomplete. Preference will be given to applicants of Indigenous heritage. The Woodland Cultural Centre welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. **Only those selected for an interview will be contacted.**

**Nya:wəh/Niá:wen/Thank You**

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