



VMPC Board of Directors Role Description

Position: Coordinator, Volunteer Engagement

Position Summary:

Volunteer Engagement Committee provides administrative and coordination support to the Board Chair responsible for Volunteer Engagement. This role helps ensure volunteer programs run smoothly by assisting with documentation, scheduling, communication, and volunteer data management. The volunteer works closely with board leadership and plays a key role in strengthening volunteer engagement systems and processes.

Responsibilities:

- Provide administrative support to the Board Chair of Volunteer Engagement
- Support volunteer coordination tasks, including tracking participation and maintaining records
- Manage and update volunteer information using volunteer management software (Better Impact)
- Assist with volunteer communications (emails, updates, reminders)
- Help organize volunteer-related documents, reports, and resources
- Support onboarding and offboarding processes for volunteers, as directed
- Assist with special projects related to volunteer engagement and retention

Skills, Abilities & Requirements:

- Strong organizational and administrative skills
- Clear written and verbal communication skills
- Attention to detail and ability to manage multiple tasks
- Proficiency with digital tools (email, shared documents, spreadsheets)
- Experience using Better Impact
- Reliable access to a computer and internet
- Commitment to the organization's mission and values
- Must reside in Canada.

Benefits:

- Opportunity to gain experience working with nonprofit board leadership
- Develop skills in volunteer management and administration
- Flexible, remote-friendly volunteer role
- Meaningful contribution to strengthening volunteer engagement
- Opportunity to build professional references and networks

Time Commitment:



Volunteer Management
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- Bi-monthly meetings
- Approximately 6-8 hours per month for coordination and project work

Revised: December 2025

I have read the above volunteer role position and adhere to carrying out the responsibilities and functions of this role.

Name: _____

Date: _____