



NELSON & DISTRICT WOMEN'S CENTRE

A PLACE FOR ALL WOMEN

420 Mill Street,
Nelson, BC, Canada V1L 4R9
250-352-9916

info@nelsonwomenscentre.com
www.nelsonwomenscentre.com

Job Description: Program Coordinator

Volunteer Coordination (50% of hours)

- Outreach, recruit, and train new volunteers
- Facilitate 20 hour drop-in volunteer training (*Rooted in Community*) twice a year in order to educate participants on peer counselling skills, local resources, and feminism
- Facilitate volunteer intake sessions for potential volunteers
- Provide support for volunteers in the form of debriefing and further training
- Support and stay connected to volunteers, through volunteer gatherings and monthly email
- Recognize the work of volunteers

Drop-In (40% of hours)

- Provide counselling to women who utilize the Centre
- Ensure drop-in has reliable and consistent volunteers
- Maintain and organize Women's Centre space, including free store and garden
- Ensure all drop-in supplies are in place on a weekly basis
- Receive and communicate about in-kind donations
- Assist in data collection of drop-in clients

Outreach and Events (10% of hours)

- Attend various community events, organizations and committees as a representative of the Women's Centre
- Monthly reporting to Board and attending Board meetings
- Assist in planning of annual events

Job Requirements:

- Self-identified female
- Physical ability to lift up to 30lbs
- Criminal record check