



Waldorf Education Society of Edmonton

Portfolio Description – Volunteer Management

Objective:

To recruit and coordinate volunteers to support WISE School and the goals of WESE.

Areas of Responsibility:

- Liaise with WESE Staff, Board Committee Chairs and Board Members to identify key volunteer resources needed to assist in the delivery of WESE's programs and services.
- Develop and implement effective strategies to recruit the right volunteers with the right skills to WESE and WISE School programs.
- Promote the volunteer opportunities amongst WISE School families and other stakeholders.
- Ensure that volunteers are given appropriate orientation, tools and training to be successful in their positions
- Plan and implement formal and informal volunteer recognition activities to recognize the contribution of volunteers to the organization.
- Provide support to develop the WISE School Parent Advisory Association (PAA), attending meetings and acting as liaison between the PAA and Board.
- Develop, administer, and review policies and procedures which guide the volunteer programs and services, and reflect the overall values of WESE and the WISE School.
- Develop and implement processes and tools to recruit potential volunteers to ensure the best match between the skills, qualification, and interests of the volunteers and the needs of WESE.
- Identify risk issues surrounding volunteer activities and develop strategies to mitigate risk.