



VOLUNTEER COORDINATOR



minibiblioplus
PROPOSED AND
FOUNDED BY FRASER HICKSON [EST. 1885]

We are looking for a Volunteer Coordinator!

Do you enjoy building connections, rallying people around a cause, and ensuring that every volunteer finds their place?

The Fraser-Hickson Institute is seeking a **Volunteer Coordinator** to develop and support our volunteer community. In this role, you'll be at the heart of the volunteer experience: from recruitment to training, from support to recognition, including coordinating activities and measuring their impact.

Your role will be as much about people as it is strategic: finding the right people, building lasting connections, understanding what drives their engagement, and helping to evolve our ways of working.

What you'll do:

- Recruit, train, and support volunteers
- Create a volunteer experience that inspires people to get involved
- Ensure volunteers are efficiently trained and prepared to support programs operations
- Measure, learn from, and improve the volunteer experience
- Contribute to the life of the organization
- Attend community events as a representative of the organization

What We're Looking For

Above all, we're looking for a people-oriented, organized, and self-reliant individual who enjoys building relationships as much as getting things done.

If you have:

- experience in coordination, mobilization, volunteer engagement, community development, or a related field;
- strong communication and interpersonal skills;
- strong organizational skills and attention to detail, particularly when tracking data and files;
- the ability to work independently while collaborating closely with a small team;
- an inclusive, caring, and relationship-building approach;
- experience with volunteer management systems—experience with Better Impact is a plus;
- an interest in literacy, children, families, and community action.

Then apply today!

Why this role?

This role will allow you to make a tangible contribution to our organization and its impact on early literacy, while having the freedom to propose ideas, improve practices, and enhance the volunteer experience.

We offer flexible working conditions in an environment where teamwork, collaboration, and open communication are at the heart of our daily work.

Position type: Permanent, 28 hours per week, between 9 a.m. and 5 p.m., to support volunteer activities

Location: hybrid—2 to 3 days per week at our offices, 1-2 days working from home

Start date: September 21, 2026

Please note: This position requires the use of a personal phone to make calls while working from home. A work computer will be provided.

To apply, please send your resume and a short cover letter to direction@minibiblioplus.org.