



LITTLE MOUNTAIN NEIGHBOURHOOD HOUSE SOCIETY

102 - 1193 Kingsway Vancouver, BC V5V 3C9 | P: 604.879.7104 F: 604.879.7113

Job Title:	Volunteer and Events Coordinator
Reports to:	Director, Children & Youth Services
Hours	35 hours a week, Monday to Friday, with some evening and/or weekend availability required
Salary Range:	\$28.85-\$32.61/hour plus a comprehensive benefits package and vacation leave after a 3-month probation period
Posting Date:	November 10 th , 2025
Closing Date:	November 21 st , 2025
Starting Date:	December 8 th , 2025, or earlier if possible

About Little Mountain Neighbourhood House

Little Mountain Neighbourhood House is a vibrant, multiservice hub dedicated to building inclusive neighbourhoods and growing strong, resilient and creative communities. We have operated as a non-profit for over 45 years, providing free or low-cost neighbourhood-based social, educational, cultural and recreational programs and initiatives for seniors, adults, families, children, and youth. Rooted in social justice values, we facilitate social connectedness and offer inclusive programs to our diverse local community.

Job Description

The Volunteer and Events Coordinator play a vital role at Little Mountain Neighbourhood House (LMNHS), working collaboratively with all departments across the organization. As a global position, it serves as a key connection point for more than 350 volunteers and for community members who engage through our events. This role is responsible for the overall development, implementation, maintenance, and evaluation of volunteer and community event coordination strategies.

Working closely with the management team, the Volunteer and Events Coordinator build on the existing volunteer and community engagement framework, ensuring its continued growth and responsiveness to community needs—enhancing LMNHS’s visibility, strengthening volunteer impact, and creating meaningful opportunities for community connection. The role contributes directly to the success of our programs and services by ensuring that volunteer and event initiatives are impactful, inclusive, and sustainable.

The ideal candidate is energetic, creative, and collaborative, with a genuine passion for community building. LMNHS is a vibrant, community-driven organization with five key service areas—Childcare; Family Resources and Community; Seniors; Settlement; and Children & Youth—supported by over 80 staff members across 25 sites in our catchment area.



Duties and Responsibilities

Volunteer Coordination

- Coordinate the full volunteer life cycle across multiple programs in collaboration with program coordinators, directors, and other stakeholders for over 350 volunteers.
- Maintain regular communication with current and prospective volunteers through official channels, including email updates, monthly newsletters, and announcements.
- Liaise with partner organizations to coordinate shared or corporate volunteers.
- Plan and facilitate volunteer onboarding sessions, orientations, and training opportunities.
- Support and facilitate the development of volunteer-led committees (e.g., Community Engagement Committee, Event Organizing Committee).
- Collect and analyze volunteer demographic data, hours contributed, and annual satisfaction survey results to prepare reports for the Board of Directors and the public.
- Conduct and manage criminal record checks for volunteers and practicum students, ensuring all documentation and reporting requirements are met.
- Maintain and improve the volunteer database in SharePoint and automate workflows using Power Automate.
- Coordinate the development and maintenance of the volunteer database, collaborating with external vendors to ensure its accuracy, compatibility, and overall effectiveness.
- Collaborate with the Communication Team to update and maintain the Volunteer section of the LMNHS website as needed.
- Lead continuous improvement efforts for the volunteer program by integrating feedback and enhancing efficiency, engagement, and impact.

Event Coordination

- Lead the planning and organizing team for annual LMNHS events, ensuring each event reflects LMNHS's mission, vision, and values, and fosters meaningful community engagement.
- Coordinate the participation of volunteers in events, ensuring their roles are purposeful and well-supported.



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- Research, source, and build relationships with vendors, securing favorable terms while maintaining budget and timeline requirements.
- Oversee all aspects of event operations, including logistics, setup, implementation, and evaluation.
- Troubleshoot issues arise during event planning and execution, ensuring smooth delivery.
- Evaluate event outcomes and identify opportunities for improvement to enhance future events' impact and efficiency.

Administrative Activities

- Develop, monitor, and report on budgets for volunteer programs and events, ensuring expenses align with organizational goals and funding requirements.
- Participate in the hiring process for part-time positions (e.g., Canada Summer Jobs), including recruitment, interviews, and onboarding, and provide ongoing supervision and support for these staff members.
- Research, identify, apply and/or assist with fund development initiatives to support program or organizational endeavours; track reporting requirements for secured funding as required.
- Assist with policy development and implementation for volunteer and event management, ensuring compliance with organizational and legal requirements.

Qualifications and Skills

- 2+ years of organizational experience supporting all aspects of volunteers' meaningful engagement alongside event coordination skills or related relevant experience.
- Strong interpersonal skills and ability to develop relationships inside and outside the organization.
- Excellent verbal, written, and technical skills.
- Able to work both independently and collaboratively and manage multiple tasks.
- Demonstrated proficiency in the use of computers and various software applications, including Microsoft Office programs (including Sharepoint), fundraising software, Social Media platforms, Canva, client database software, and electronic record keeping in a client services setting.
- Experience coordinating key organizational events from inception to evaluation.
- Solid organizational skills and the ability to maintain thorough operational records, program data, results, contacts, and operational details.



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- Comfort working within tight deadlines and with great attention to detail.
- Post-secondary degree or diploma in a related discipline (volunteer/non-profit management, event management, PR, marketing, communications, etc.) or commensurable experience.
- Knowledge of graphic design fundamentals is considered an asset.
- Ability to respect and work with a diverse range of employees, participants and community members including children, youth, adults and families of all races, religions, cultures, sexual orientations, statuses, abilities and economic levels.

Working Conditions

Ability to work flexible hours to occasionally accommodate special events, training provision, onboarding, etc. (i.e. weekend trainings, annual community events, neighbourhood house special events, etc.).

APPLICATION DUE: November 21st by 5:00pm, with rolling interviews scheduled throughout. Please e-mail your cover letter and resume to [**andreac@lmnhs.bc.ca**](mailto:andreac@lmnhs.bc.ca)

Thank you for your interest in Little Mountain Neighbourhood House. Only short-listed candidates will be contacted. Little Mountain Neighbourhood House Society is an Equal Opportunity Employer