



*Niijaansinaanik Child and Family Services is a provincially designated Child Well-Being Agency that provides Prevention, Protection, and Child and Family services that reflect values, beliefs and principles rooted within the Anishinabek culture. We serve the communities of Wahnapiatae, Dokis, Henvey Inlet, Magnetawan, Shawanaga, and Wasauksing First Nations.*

**Volunteer Services Coordinator  
Fixed Term Contract (14) Months with possible extension  
Competition # 04-0001**

Reporting to the Support Services Supervisor, the Volunteer Services Coordinator is responsible for developing, managing and maintaining an effective Volunteer Services Program on behalf of Niijaansinaanik. The Volunteer Services Coordinator will provide supervision, coordination, and advisory support to the area of Volunteer Services. The Volunteer Services Coordinator will develop policies and procedures to support the Agency's day to day volunteer service delivery by efficiently managing day-to-day operations of the Agency's Volunteer Drivers in collaboration with other Service departments.

**Salary: \$81,634.00 to \$95,500.00**

**Compensation Includes:** OMERS Pension Plan, Health and Dental Insurance Benefits Plan, Statutory and Agency Holiday leave, Competitive Vacation, Employee Assistance Program, and more.

<p><b>Qualifications</b></p> <p><b>Minimum Education and experience</b></p> <ul style="list-style-type: none"> <li>• Post-Secondary diploma/certificate in Human Services field</li> <li>• 3 years of direct experience in a Social Services/First Nation</li> <li>• Equivalent combination of education and experience may be considered</li> </ul> <p><b>Knowledge Requirements</b></p> <ul style="list-style-type: none"> <li>• Knowledge of Niijaansinaanik Child and Family Services programs and services</li> <li>• Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings</li> <li>• Basic knowledge of the Child, Youth and Family Services Act</li> <li>• Knowledge of First Nation service delivery, customs and traditions in responding to child welfare</li> <li>• Knowledge of traditional practices, ceremonies and teachings</li> </ul> <p><b>Other Requirements</b></p> <ul style="list-style-type: none"> <li>• Satisfactory Police Records Check (as directed by agency)</li> <li>• Class 'G' Ontario Drivers licence, access to a vehicle and ability to travel</li> <li>• \$1M auto insurance liability coverage</li> <li>• Three year (3) uncertified Drivers Abstract</li> </ul>	<p><b>Work Site Location:</b> North Bay, ON</p> <p><b><u>Design, develop, implement and supervise the Agency's Volunteer Services Program by:</u></b></p> <ul style="list-style-type: none"> <li>• Write Policy and Procedures that enhance the vision of collaboration for the Program</li> <li>• Design and develop an effective record keeping system including intake forms and reimbursement</li> <li>• Utilize a computer program and software to coordinate and enhance the volunteer program, scheduling and administration</li> </ul> <p><b><u>Relationships and Team Building</u></b></p> <p>Works collaboratively and cooperatively at all levels in order to support the use of a family-centered, strengths based, child focused practices while assisting families to build their capacity in providing safe and nurturing environments for children:</p> <ul style="list-style-type: none"> <li>• Demonstrates behaviors, actions and attitudes that are consistent with Niijaansinaanik's vision, mission and values</li> <li>• Provides opportunities for the enhancement and development of a positive cultural identity of the children, families and communities served</li> <li>• Ensures appropriate communication and consultation with the Support Services Supervisor at appropriate times</li> </ul> <p><b><u>Other Responsibilities</u></b></p> <ul style="list-style-type: none"> <li>• Onboarding of new volunteers</li> <li>• Maintaining Volunteer personnel files</li> <li>• Planning an annual appreciation event in collaboration with the Alternative Care Department</li> </ul>
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Niijaansinaanik is committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Accommodation is available upon request for candidates to take part in the recruitment process. Please self-identify, preference will be given to applicants of Indigenous ancestry.

**\*Detailed Job Description is available upon request**

**Human Resources**

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NIIJCFS.COM

Application deadline for this temporary full time position is:

**April 17, 2026**