



Job Title: Volunteer Program Coordinator - Full-Time

Competition Number: COM-288-26	Department: Community Services
Posting Category: Open	Division: Recreation & Culture
Job Type: Full-Time	Affiliation: Non-Union
Site: Pool 6	Location: CA-ON-Thunder Bay
Min: CAD \$76,570.34/Hr.	Max: CAD \$90,082.75/Hr.
Pay Band: 7 (interim rating)	Number of Positions: 1
Effective Date: June 30, 2017	Supersedes Date: NEW
Posted Date: September 25, 2026	Post End Date: October 16, 2026

**Coordinate Volunteer Initiatives.
Strengthen Community Connections. Make an Impact.**

At the City of Thunder Bay, **Our City Runs on People Like You.** Together, we are building a workplace where everyone belongs, where your passion for volunteerism, community engagement, and program development helps create opportunities for people to connect, contribute, and make a difference.

Here, you'll play a key role in shaping and growing the Recreation & Culture Division's volunteer program. From recruiting and supporting volunteers to coordinating training, recognition, and engagement initiatives, you'll help create meaningful experiences for volunteers while strengthening programs, events, and services that benefit the community.

Thunder Bay offers more than a fulfilling career. With its natural beauty, affordability, and strong sense of community, it's a city where you can grow personally and professionally.

Where Volunteers and Community Thrive Together.

As the [Volunteer Program Coordinator](#), you'll coordinate the Recreation & Culture Division's volunteer program, helping recruit, train, engage, and support volunteers who contribute to programs, festivals, events, and community initiatives across the city.

Working closely with staff and volunteers, you'll help create meaningful opportunities for people to get involved while ensuring volunteers are prepared, supported, and recognized for their contributions. From developing recruitment strategies and training programs to coordinating volunteer teams at major events put on by the City of Thunder Bay, you'll play an important role in strengthening community participation and enhancing the experiences that bring people together.

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How You'll Grow Volunteer Engagement

In this role, you will lead the development, promotion, and delivery of the Recreation & Culture volunteer program while recruiting, training, and supporting volunteers for programs and events across the City. You will also have the following accountabilities:

- Set goals and objectives, evaluation criteria, develop policies and procedures and develop and implement strategies for effective delivery of the Division's volunteer management program and associated systems.
- Administer the Corporation's online volunteer management software for volunteer job posting, application intake and volunteer management database functions; provide related training and supports to volunteer supervisors throughout the Corporation; compile and present related statistical data and reports as required.
- Oversee and monitor volunteer screening, intake and placement for Divisional programs; ensure adequate staff and volunteer levels are maintained for volunteer functions in Division recreation and education programs.
- Coordinate and deliver volunteer orientation sessions; plan and deliver youth/new volunteer training programs for internal and external volunteers and groups; coordinate the development and provision of on-going training for staff, volunteers and associated committees as required.
- Supervise volunteers at major events for the Division.
- Plan and deliver annual Division volunteer recognition event as well as program-specific volunteer recognition.
- Develop marketing strategies to promote awareness of the value and benefits of volunteering including maintaining program websites and social media; coordinate outreach recruitment initiatives including coordinating and participate in job fairs and recruitment presentations.
- Coordinate and undertake the review and update of Corporate and Divisional policies and procedures including the Volunteer Code of Conduct and Volunteer Handbooks; involving Division and Corporate volunteer supervisors as required.

For a full detailed description, please click [here](#).

What You Can Count On With Us

We're proud to offer a workplace where your well-being, growth, and sense of purpose come first. As the **Volunteer Program Coordinator**, you'll enjoy:

- A competitive salary that reflects your expertise
- A matching pension plan to help you build long-term financial security
- Comprehensive health, vision, and dental coverage, plus life insurance for peace of mind
- Generous paid vacation and holidays, with the option to purchase additional leave days when you need more time off
- Access to a confidential Employee and Family Assistance Program (EFAP) and wellness initiatives to support your overall health
- Leadership development and tuition reimbursement programs, so you can continue to grow your skills and career
- A culture of recognition and appreciation, with staff events and programs that celebrate your contributions
- The opportunity to work behind the scenes and on-site at major community festivals, events, and celebrations throughout the year

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- Exposure to event operations, volunteer leadership, community engagement, and large-scale event coordination
- A dynamic role that combines volunteer management, training, community outreach, program development, and event support

What You'll Bring to the Team

Here's what will help you succeed as the **Volunteer Program Coordinator**:

- Degree in recreation, human resources, or related human services discipline, preferably with a volunteer management certificate, with two years' experience in volunteer management, including working with and supervising staff and volunteers and developing and supporting volunteer committees; or
- Diploma in recreation, human resources, or related human services discipline, preferably with a volunteer management certificate, with four years' experience in volunteer management, including working with and supervising staff and volunteers and developing and supporting volunteer committees; and
- Experience in community development, recreation, and marketing is required.

Grow Volunteer Engagement With Us– Apply Today

Ready to take the next step in your career journey? Join us at the City of Thunder Bay, where you'll help coordinate volunteers who support community events, festivals, programs, and initiatives that bring people together and create memorable experiences.

Apply today and start your next chapter with the City of Thunder Bay.

General Information:

As an equal opportunity employer, the City of Thunder Bay encourages applications from Indigenous peoples, persons with disabilities, members of visible minority groups, women and members of the 2SLGBTQ+ community.

ONTARIO HUMAN RIGHTS CODE: It is a contravention of the Human Rights Code of Ontario to discriminate on the basis of: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, marital status, family status, disability, age, record of offences, gender identity or gender expression. Therefore, a resume submitted to the City must not include references to any of the above characteristics. Do not include:

- Photos
- Any certificates that have photo identification
- Driver's licences
- Police records checks

Note: The above documentation will be requested by the Human Resources Division should you be the successful applicant. If a Criminal Record Check is required, it will be requested by Human

Resources should you be the successful applicant. Please do not submit your Criminal Record Check with your application.

ACCOMMODATION: Reasonable accommodations are available upon request for all parts of the recruitment process.

PRIVACY: Personal information on this form is collected under the authority of the Municipal Act, c. 302, as amended, and will be used to determine eligibility for employment. Questions about this collection of personal information should be directed to the Human Resources Division, 125 Syndicate Ave Suite 42, Thunder Bay, Ontario, P7E 6H8, Telephone: 625-3866