



Ottawa Humane Society Job Description

Job Title:	Coordinator: People and Culture & Volunteer Operations
Reports to:	Manager: People & Culture

JOB PURPOSE

The Coordinator: People and Culture & Volunteer Operations is responsible for providing human resources and scheduling support to the Ottawa Humane Society (OHS), including the Volunteer program.

DUTIES AND RESPONSIBILITIES

- Ensure HRIS database accuracy and integrity
- Enter and maintain data integrity for volunteers in all related databases
- Assist with employee and volunteer recruitment, onboarding and orientations
- Track employee and volunteer required training, development, certifications and documentation
- Develop and maintain Operation department schedules, in consultation with department managers
- Support volunteer operations including scheduling, communication, statistical and other reporting
- Support the development and delivery of employee and volunteer recognition and retention programs and activities
- Research and support OHS student and work placement plans and programs
- Prepare reports, as required
- Provide clerical and other support in the area of people & culture and volunteer operations, as required
- Support the activities of coworkers, as well as volunteer department volunteers, students and work placements and provide orientation and training as required
- Be thoroughly familiar with pertinent legislation, regulations, guidelines, OHS policies, procedures, and collective agreement
- Produce and maintain accurate reports, records, and files
- Participate in supervision, evaluation, training and other meetings as required
- Participate in the identification and evaluation of OHS program goals and objectives
- Participate in professional development opportunities
- Represent the OHS in a professional manner
- Participate in public relations and promotional activities as required
- May be required to assume some of the responsibilities of Manager: People & Culture or Manager: Volunteers




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QUALIFICATIONS

- Post-secondary school diploma or certificate in a relevant field, preferably human resources
- Two years' relevant experience in human resources
- Experience with HRIS systems
- Proficiency in ADP Workforce Now is strongly preferred
- Proficiency in Microsoft Office Suite
- Professional working proficiency in spoken and written English is required
- Bilingualism (English/French) is preferred
- CHRP designation is an asset
- Experience with recruitment and training is an asset
- Volunteer management is an asset
- Event coordination experience is an asset
- Proficiency with volunteers databases is an asset

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

- Employee may be required to work evening, holiday and weekend shifts
- Employment is conditional upon maintaining confidentiality of OHS information
- Employment is conditional upon the ability to work around all species of animals safely

Approved by:	
Date created:	March 2023
Date approved:	
Last reviewed:	