



Mission Statement: The creative and innovative leadership of MCRC with the Halton community will develop and deliver services to inspire and support children, their families and professionals.

Position: Talent Specialist

Date Posted: February 27th, 2020

Number of Vacancies: 1

Location: Primarily 410 Bronte St with travel to other MCRC locations

Hours/Week: 35 hours (12 Month Maternity Leave Contract)

Salary: \$24.00/hour

Reports To: Manager, Human Resources

At MCRC we create a safe environment where everyone is encouraged to self-identify and celebrate their culture, languages, and abilities as we embrace the diversity of our employees and value their contributions and perspectives. We believe the healthy development of our children and youth is a shared responsibility nurtured through effective relationship building guided by the Developmental Relationship framework. As professionals in the early years sector we recognize the importance of working towards Truth and Reconciliation with Indigenous peoples and the significant role we have towards the Calls to Action. We recognize this work is a journey, and through creating dialogue, understanding each other, and our commitment to learning, we hope to increase our knowledge and spread awareness about Indigenous histories, cultures and perspectives.

MCRC is committed to a fair and equal selection process. Please let us know if you require any accommodations during the recruitment process.

Purpose:

To coordinate staff and volunteer recruitment and to provide volunteer program leadership while working to strengthen program sustainability, service expansion, collaboration and innovation in service delivery to children and families of the Halton Region.

Job Responsibilities:

- Conduct full cycle employee and volunteer recruiting functions
- Work collaboratively with Human Resources Administrative Assistant to file and maintain all pertinent applicant data (electronic and paper files)

- Raise awareness of MCRC's programs, services and benefits offered building upon and advocating for MCRC as a choice organization for employment and volunteer opportunities
- Develop and implement a volunteer program that supports the success of the organization and provides meaningful volunteer experiences that enhance the skills of community volunteers
- Plan and implement formal and informal volunteer recognition activities and highlight the contribution of volunteers within the organization
- Ensure a safe, supportive, anti-oppressive environment in accordance with all appropriate legislation and regulations
- Conduct ongoing evaluation of programs, making recommendations for improvement as needed
- Assist with conflict resolution with volunteers according to established MCRC procedures
- Occasional evening and weekend work.

Qualifications:

- A university or college degree/diploma in a related field, or equivalent combination of education, training and experience
- Volunteer Management Leadership certificate preferred
- 1-3 years' experience working in a recruitment or volunteer capacity preferred

Please forward your cover letter and resume to Ayla Bax, Human Resource Manager
aylab@mcrcl.on.ca