

Société Alzheimer Society

BRANT, HALDIMAND NORFOLK,
HAMILTON HALTON

Job Posting

Volunteer Services Specialist

Full-Time, Permanent

Hours: 35 hours/week (1,820 hours/year)

Rate of Pay: \$28.00 - \$30.00/hour

Location: Flexible within our catchment area (Burlington, Hamilton, Brantford, Simcoe)

Start Date: As soon as possible

Help Build a Community of Volunteers Who Make a Difference

Do you enjoy connecting people with meaningful opportunities to give back? Are you passionate about building relationships, creating exceptional volunteer experiences, and strengthening communities?

The Alzheimer Society Brant, Haldimand Norfolk, Hamilton Halton (ASBHNHH) is looking for a **Volunteer Services Specialist** to lead and grow our volunteer program. In this role, you will recruit, support, engage, and recognize the volunteers who make our programs, services, fundraising events, and community initiatives possible.

If you are energized by community engagement, relationship-building, and making a lasting impact, we would love to hear from you.

About Us

The Alzheimer Society Brant, Haldimand Norfolk, Hamilton Halton (ASBHNHH) is the local community agency dedicated to supporting people living with dementia, their care partners, and families. Through education, counselling, recreation, support groups, volunteer programs, and community partnerships, we work to improve quality of life and build dementia-friendly communities.

We value work-life balance and are committed to creating a supportive, inclusive, and collaborative workplace where employees are empowered to grow, contribute, and make a meaningful difference every day.

The Opportunity

Reporting to the Manager of Operations, you will lead the full volunteer lifecycle, from recruitment and onboarding to engagement, recognition, and retention. Working closely with staff, volunteers, and community partners, you will help create meaningful volunteer experiences while supporting events, community initiatives, and the continued growth of our volunteer program.

Office hours are Monday to Friday from 8:30 a.m. to 4:30 p.m.; however, occasional evening and weekend work is required to support community events and volunteer activities. While the primary office location for this position is flexible, this position involves extensive travel throughout our catchment area.

What You'll Do

- Lead the recruitment, screening, onboarding, and placement of volunteers across the organization.
- Build and maintain partnerships with schools, community organizations, and volunteer referral agencies to attract and recruit volunteers.
- Foster an exceptional volunteer experience through mentoring, recognition, engagement, and retention initiatives.
- Coordinate volunteer involvement for fundraising events, community outreach activities, and organizational initiatives.
- Support staff in volunteer management and promote volunteer engagement best practices across the organization.
- Administer the Better Impact volunteer management system and maintain accurate volunteer records and reporting.
- Monitor volunteer metrics, prepare reports, and recommend improvements to strengthen volunteer services.
- Represent the Alzheimer Society at community events and perform other related duties as assigned.

What You Bring

- Two to five years of experience in volunteer management, volunteer recruitment, community engagement, event coordination, or a related role.
- Post-secondary education in Volunteer Management, Community Development, Human Resources, Recreation, Social Services, Event Management, or a related field.
- Strong communication, organizational, relationship-building, and problem-solving skills.
- Knowledge of volunteer management principles and best practices.
- Experience using Better Impact or similar volunteer management software is an asset.
- Valid driver's licence and access to a reliable vehicle.
- A Vulnerable Sector Police Check issued within three months of the hiring date.
- Ability to communicate in another language is an asset.

All employees are expected to abide by the ASBHNHH Code of Conduct.

Why Join Us?

At ASBHNHH, our employees and volunteers work together to make a meaningful difference in the lives of people living with dementia and their care partners. We are committed to creating a workplace where collaboration, compassion, respect, accountability, and continuous learning are valued every day.

In addition to meaningful work, we offer:

- 35-hour work week
- Three (3) weeks of paid vacation to start, plus two float days
- Generous paid sick time after three (3) months
- Comprehensive group benefits package
- Employee Assistance Program
- Professional development opportunities
- A collaborative, supportive, and mission-driven team environment

How to Apply

If you are passionate about engaging volunteers and building stronger communities, we would love to hear from you.

Please submit your cover letter and resume to **HR@alzda.ca** by **11:59 p.m. on July 19, 2026**

Accessibility and Equity

The Alzheimer Society Brant, Haldimand Norfolk, Hamilton Halton is committed to fostering an inclusive, diverse, equitable, and accessible workplace where everyone feels valued and respected. We welcome applications from individuals of all backgrounds, experiences, and abilities.

We are committed to providing accommodations throughout the recruitment, selection, and employment process in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation at any stage of the hiring process, please let us know, and we will work with you to meet your needs.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.