



## **Programs Support & Volunteer Coordinator**

**1-Year Contract (Leave Coverage)**

**Full-Time – 37.5 hours per week**

**Wage:** \$28.00–\$32.00 per hour

**Location:** St. Thomas / Elgin County

Due to an upcoming one-year leave, Central Community Health Centre (CCHC) is recruiting for a:

### **Programs Support & Volunteer Coordinator**

Central Community Health Centre (CCHC) is a non-profit, community-governed primary health care organization serving St. Thomas and Elgin County. We provide team-based, client-centred care and community programs that promote health equity, prevention, and wellbeing.

We are currently seeking a Programs Support & Volunteer Coordinator for a one-year contract to cover a leave.

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#### **About the Role**

The Programs Support & Volunteer Coordinator provides hands-on coordination and operational support to community programs and volunteers at CCHC. Working closely with Program Coordinators and internal teams, this role helps ensure programs are well-organized, welcoming, and effectively supported, and that volunteers are engaged, trained, and supported in meaningful roles. The role includes a mix of program coordination, administrative support, logistics, participant engagement, and volunteer coordination.

#### **Key Responsibilities**

- Coordinate and support delivery of community programs, including OASIS for older adults
- Support participant engagement and leadership opportunities
- Coordinate program logistics, scheduling, and event set-up
- Provide administrative support and data tracking
- Support program evaluation and reporting
- Coordinate volunteer recruitment, onboarding, scheduling, and training
- Maintain accurate volunteer records and documentation
- Serve as a point of contact for volunteers and community partners
- Ensure compliance with privacy, safety, and organizational policies

#### **Qualifications**

- Post-secondary education or current enrollment in a related field
- Experience in program support, administration, or community services
- Experience working with volunteers is an asset
- Strong organizational and interpersonal skills
- Comfort working with diverse populations

Proficiency with office software (Word, Excel, email)

- Valid G driver's licence and ability to travel locally
- Flexibility to occasionally work evenings or weekends

### **Employment Conditions**

- Wage: \$28.00–\$32.00 per hour, based on experience and qualifications
- One-year full-time contract to cover a leave
- Conditional upon satisfactory references and required screening
- Applicants must be legally entitled to work in Canada
- The normal work week consists of 37.5 hours, Monday–Friday, with flexibility to include occasional evening and/or weekend hours
- Satisfactory Police Criminal Record Check or Vulnerable Sector Check
- Proof of immunization for **COVID-19 and measles** is required, subject to applicable accommodation under the Ontario Human Rights Code

**Work Location:** St. Thomas, Elgin, and Southwold.

### **How to Apply**

Please submit your resume and cover letter, in confidence, to:

**hiring@centralchc.com**

Applications must be received no later than **Friday, February 6, 2026 at 11:59 p.m.**

Although we appreciate all applications received, only those selected for an interview will be contacted. No phone calls please.

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### **Accessibility, Equity & Privacy**

*CCHC is committed to fulfilling its obligations under the **Ontario Human Rights Code**, the **Accessibility for Ontarians with Disabilities Act (AODA)**, and the **Employment Standards Act (Ontario)**.*

*Accommodation is available for all parts of the recruitment process. If you require accommodation to apply or if selected to participate in an assessment process, please advise in advance.*

*Central Community Health Centre is an equal opportunity employer. We believe diversity among our staff and volunteers enriches our organization and enhances services to our community. CCHC maintains a scent-free environment. Employees, students, volunteers, and visitors are asked to refrain from wearing fragrances and scented personal care products while at the Centre.*

*Personal information collected during the recruitment process is collected under the authority of applicable privacy legislation and will be used solely for the purposes of candidate selection.*

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### **Use of Artificial Intelligence (AI)**

*CCHC may use digital tools, including artificial intelligence, to support administrative aspects of recruitment and operations. All hiring decisions are made by qualified staff and not by automated systems alone. Any use of AI aligns with privacy, accessibility, and human rights requirements*