



APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

416-461-8143 | www.applegrovecc.ca

JOB POSTING

Coordinator of Volunteers and Fundraising Support (Part Time)

Existing Vacancy

Applegrove Community Complex (Applegrove) is a multi-service community organization that works with community members and partners to offer programs and services for people of all ages, host meetings and events, support action on local issues and provide local job and volunteer opportunities to foster a caring and vibrant community. Applegrove is an agency of the City of Toronto and a registered not-for-profit and charity.

PRIMARY RESPONSIBILITY

This position helps to sustain the centre's activities by managing a full cycle volunteer program that connects the organization to the community and supports smooth and effective centre operations, and assists with implementation of fundraising activities, communications and record-keeping.

THE CANDIDATE

We are looking for someone to foster and lead a strong volunteer culture and provide support for centre fundraising in a collaborative community environment. You bring creativity and attention to detail, are people-oriented and relationship-focused, committed to fostering a positive volunteer and donor experience, and can apply strategic thinking to securing resources that support Applegrove in achieving its goals.

DUTIES AND RESPONSIBILITIES

Volunteer Coordination

- Plans, implements and evaluates the centre's volunteer program.
- Develops and updates volunteer policies and procedures, and volunteer job descriptions.
- Keeps track of developments and best practices in the field of volunteerism and makes necessary recommendations to the Centre
- Recruits, screens, orients, trains and evaluates volunteers for different centre programs, projects and events.
- Supervises volunteers at centre events and activities and assists other staff in the supervision of program-specific volunteers.
- Develops and implements and/or assists other staff in developing and implementing preliminary and continuing training programs for volunteers.
- Works closely with other programs and services at the centre to provide development and support to volunteers.
- Maintains volunteer program records and database.

Charitable Number: 10671 8943 RR0001

- Collects and maintains data and compiles monthly and yearly statistics on volunteerism at the centre.
- Compiles reports on volunteers and special events as needed by funders, the centre's board, committees and management.
- Organizes volunteer appreciation activities and events and recognizes outstanding volunteers.
- Supports coordination and implementation of special events and attends all special events.

Fundraising Support

- Supports the implementation of fundraising strategies, plans, campaigns and events to respond to the changing needs of the community and the centre.
- Supports board fundraising committees or working groups, including agenda and meeting minute management.
- Maintains a database of relevant donor information.
- Prepares and sends thank-you letters and acknowledgments to donors.
- Assists management in preparing fundraising reports and materials for the board.
- Assists with the development and drafting of materials for grant applications.

General / Administration

- Maintains up to date knowledge of centre programs, services, and events.
- Responds to e-mails, telephone and in-person inquiries.
- Fosters and maintains existing partner relationships while seeking to forge new ones.
- Supports agency communications, including newsletter, website and social media, by providing content and facilitating distribution as required.
- Requisitions all needed supplies and equipment, within budgets and limits as provided.

KNOWLEDGE AND EXPERIENCE

- Post-secondary education in a discipline relevant to job functions (e.g. volunteer management, human resources, non-profit management, community development) or equivalent combination of education and experience.
- Minimum of two years work experience managing and supervising volunteers.
- Strong leadership, communication and relationship management skills.
- Experience reaching out to and engaging the community and prospective volunteers using a variety of creative approaches and media, including social media.
- Substantial experience training volunteers and facilitating meetings.
- Excellent organizational, administrative, time management and computer skills.
- Excellent time management skills, ability to work under pressure to meet deadlines, and ability to work both independently and within a team structure.
- Demonstrated ability to anticipate problems/conflicts and take appropriate actions calmly and effectively.
- Demonstrated ability to organize and prioritize work, with a focus on attention to detail, meeting high organizational standards and providing quality work.

- Ability to focus, multitask and stay calm in a fast-paced environment.
- Demonstrated experience developing and maintaining partnerships with community organizations and other relevant stakeholders.
- Understanding of diversity, equity, inclusion and belonging and commitment to cultivating a respectful and inclusive office environment.
- Ability to consistently engage with diverse community members with empathy, energy and a positive attitude.
- Proficiency with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint) and comfort navigating digital platforms.
- Ability to work flexible hours including evenings, weekends/holidays

Assets:

- Experience working in a community setting.
- Second language, especially Spanish, Arabic, a Chinese or a South Asian language.

TERMS OF EMPLOYMENT

Position Status	Part Time Permanent
Hours per Week	25 hours per week
Hours of Work	Five days per week between Monday and Friday, with occasional evening and weekend shifts
Union Status	Union Position - CUPE Local 2998 – Wage Grade 9
Starting Hourly Rate	\$29.36 - City of Toronto AOCC 2026 Wage Grid for Union Staff (Range \$29.36 – \$34.00)
Benefits	Eligible to enrol in health, dental, life and disability benefits after completing probation Eligible to enrol in OMERS pension plan from day one
Reports to	Executive Director
Location	Onsite, with no opportunity for remote work

OTHER REQUIREMENTS

- A satisfactory Police Records Check will be required (Applegrove will cover the cost)

APPLICATION INSTRUCTIONS

Provide email your cover letter and resume no later than 12 pm on July 3, 2026 to:

Susanne Burkhardt, Executive Director

Email: sburkhardt@applegrovecc.ca

Applicants must use the email subject line “Coordinator of Volunteers and Fundraising Support” and provide a cover letter and their resume as one PDF document, labelled with their name and the job title.

Applicants are required to demonstrate in their resume that their qualifications match those specified in the job posting.

We thank all those who apply, but only applicants selected for an interview will be contacted.

Applegrove is an equal opportunity employer and encourages applications from diverse candidates. In accordance with Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and the City of Toronto's Accommodation Policy, accommodation will be provided in all parts of the hiring process. Applicants are asked to make their needs known in advance.