



Amata Transition House Society
Phone: 250-992-7321; Fax: 250-992-7329
email: amatahouse.HR@gmail.com

**Position Vacancy
External Posting**

Position Title: Volunteer Coordinator

Posting Date: August 3, 2023

Anticipated Start Date: As soon as possible

Anticipated Duration: One (1) year

Salary Wage Rate & Range: JJEK Wage Grid 12, Range: \$26.53 - \$30.45

Shift Schedule: Monday – Friday

Work Location: Amata Transition House

Closing Date: Open until position is filled.

- Experience in handling a volunteer program and volunteer management in a not-for-profit setting is an asset.
- Clean Criminal Record Check necessary.
- This position requires Union membership. Vehicle is necessary. Detailed Job Description available upon request. Interested applicants please direct your questions and resumes to

Please provide a written expression of interest (hard copy, fax or email) to the Human Resources department by the Closing Date/Time at the Amata Transition House Society.

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Current Union staff will have 7 days to get priority consideration and placement in this role prior to any external applicants being considered.