

## Drop-in Supervisor/Volunteer Coordinator

All Saints Church Community Centre is seeking a Drop-in Supervisor / Volunteer Coordinator.

You have a passion for serving people in need and want to make a difference in downtown Toronto. We're looking for a compassionate leader who can help us provide a caring, supportive, and safe drop-in for homeless, street involved, and marginalized people. We welcome a diverse community and aim to be inclusive, healthy, and safe.

### Responsibilities

You'll be responsible for the effective operation of the daily drop-in. You'll recruit, hire, supervise, and evaluate all drop-in staff to ensure daily, on-site coverage for All Saints' programs and activities. You'll recruit, maintain, and supervise adequate numbers of diverse volunteers. You'll manage the program's daily operations and foster a team approach to service provision. You'll assist in the preparation of an annual program budget and monitor program expenditures. You'll ensure that accurate and timely program records, statistics and reports are maintained. You'll identify participants' needs for the purposes of program evaluation and development. You'll be responsible for program evaluation and service planning for the program.

### Qualifications

- Post-secondary education or equivalent combination of education, training, and experience
- Demonstrated experience in program development and delivery in a drop-in
- Demonstrated experience in training and supporting staff, both paid and volunteer
- Highly developed conflict resolution, problem solving, facilitation, and communication skills
- Good understanding of community sector, housing, homelessness, mental health and substance use issues

Reports to: Priest-in-Charge

This position is 4 days / week, Monday to Thursday, in downtown Toronto. While hours are mostly 8 AM to 4 PM, some flexibility may be necessary. Salary will be \$50,000. We offer benefits and three weeks vacation, and we are closed between Christmas and New Year's.

To apply, please forward a resume and cover letter to The Rev'd Dr. Alison Falby, All Saints Church Community Centre, 315 Dundas Street East, Toronto, ON, M5A 2A2. Applications are also acceptable by email: [alison@allsaintstoronto.com](mailto:alison@allsaintstoronto.com)  
Application deadline is Friday, February 15.

For more information about All Saints, please visit our website:

<http://www.allsaintstoronto.com>