Volunteer Engagement Assistant

Canuck Place Children's Hospice

Job ID
41655

VIEW THIS JOB ONLINE: https://www.firstnationsjob.com/jobs/41655

LOCATION	DATE POSTED	EXPIRY DATE
1690 Matthews Ave, Vancouver, BC| British Columbia	18-11-2026	17-05-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Part Time	CAD $55,000 to $56,557 (Pro-rated to FTE)	7 months to less than 1 year	No degree, certificate or diploma

Job Details

APPLICATION PROCESS

Please submit your cover letter and your resume at https://www.canuckplace.org/about-us/careers/ by November 30th, 2026. We thank all applicants for their interest; however, only those candidates who have been short-listed will be contacted.

Job Description

Job Title: Volunteer Engagement Assistant
Location: Abbotsford Hospice
Reporting to: Manager, Volunteer Services
Job status: Permanent, 0.6FTE (45hours bi-weekly)
Compensation: $55,000 to $56,557 (Pro-rated to FTE)

We want our staff to “thrive” not just survive, so Canuck Place is committed to living our values of care exceeding not just minimum wage but living wage in B.C. This means that regardless of role our entry level salary is a minimum of $28.20 per hour equivalent to $55,000 full-time annually.

ABOUT US

Canuck Place Children’s Hospice (CPCH) is British Columbia’s recognized pediatric palliative care provider. For over two decades, through the many programs and services we provide, we have made a significant difference in the lives of children with life-threatening illnesses and the families who love them. Be part of a talented and innovative team that takes pride in supporting and providing the?highest quality pediatric palliative care.

It is the expectation for all roles across the organization to know the organization’s philosophy of pediatric palliative care and uphold a commitment to further ones knowledge. Our philosophy of pediatric palliative care is as follows: Pediatric palliative care improves quality of life, promotes comfort, and reduces suffering for children with life-threatening conditions (serious illness) and their families through a holistic approach addressing; physical, emotional, social and

spiritual needs. It is collaborative person & family-centered care delivered using a team-based approach throughout the continuum of care across all ages and stages of illness, including bereavement. It values choice and honest and compassionate communication.

At Canuck Place we understand that uniqueness is powerful. We hold each other accountable for an inclusive environment where employees feel empowered to share their experiences and ideas and know that they belong. We believe diversity drives innovation and the best pediatric palliative care for children and their families therefore we welcome that every person brings an individual perspective and experience to advance our mission. We have more work to do to advance diversity and inclusion and we are building a culture where difference is valued. We have a commitment to inclusion across gender identity or expression, sexual orientation, religion, ethnicity, age, neurodiversity and disability status, to ensure our team members are empowered to bring their full, authentic selves to work. All staff are encouraged to contribute their perspective and lived experience through our internal employee groups such as Care 4 the Caregiver, Culture, DEIB (Diversity, Equity, Inclusion & Belonging), Green Team, Truth and Reconciliation and Wellness Committees.

WHY SHOULD YOU CHOOSE TO WORK HERE?

Canuck Place careers are full of connection, community, and care. We aim to nurture a supportive culture rooted in compassion, collaboration and support while providing expert care to children and families. Our team includes individuals with a special blend of sensitivity, compassion, and appreciation for life. Canuck Place is where no moment is missed. A place where you can make a difference.

We offer competitive compensation and a benefits package focusing on wellness and self-care that includes:

20 days’ vacation (pro-rated to your full-time equivalency) to start with ongoing annual anniversary increases up to an organizational maximum of 45 days

Up to two paid mandatory wellness days a year

Generous paid leave including compassionate and special leave when you need it

Municipal Pension Plan (MPP)

100% employer paid benefits package from your first day which includes extended health and dental and $1,500 annually for counselling

Health and Wellness Spending account that provides up to $1,000 annually to ensure you can focus on the benefits that are important to you and your family (Eligible after successful completion of the 6 month probationary period).

Flexible working options

Meal program on-site at the hospices

Continuous paid training and development opportunities so everyone has the opportunity to learn new skills and grow

Ongoing parental support including top up for maternity and parental leave and paid leave for new grandparents

YOUR ROLE

JOB SUMMARY

The Volunteer Engagement Assistant role will be based at the Abbotsford Hospice, with periodic travel to Vancouver hospice and other off-site venues (events) required to support Volunteer & Support Services (VSS) across the organization.?

Reporting to the Manager, Volunteer Services, the Volunteer Engagement Assistant is responsible for the day-to-day administrative duties of the VSS Department, working collaboratively with the Manager, and others to ensure the effective organization and service delivery of Volunteer Services.???

RESPONSIBILITIES

Volunteer Administration & Engagement – 70%

Greets, directs, and assists volunteers, ensuring a warm and friendly environment as the first point of contact at both volunteer offices and digitally

Provides administrative assistance for the day-to-day operations of the VSS Department including printing schedules, communicating shift changes, filling vacant shifts, and other requests as needed

Responds to volunteer inbox, incoming telephone inquiries, tracks applications and assists with screening, conducting interviews, and general onboarding duties

Creates and maintains digital volunteer files on volunteer database (Better Impact)

Ensures volunteer coverage is monitored and addressed on a daily basis. Responds to requests from within and outside of hospice for volunteer support and coordinates where appropriate

Support volunteer training preparation and delivery. (preparing materials, scheduling, hiring activities, on-site training support etc)

Events- 20%

Supports volunteer recognition events and activities including National Volunteer Week, education mingles, greeting cards, draws, newsletters, and reference letters

Works in conjunction with the Manager & others to provide support for volunteer recruitment and training sessions, including as a VSS representative at external events such as job fairs

Assists with attending as a VSS representative and with coordination of volunteers at Canuck Place Children’s Hospice (CPCH) special events across the Lower Mainland including, but not limited to, Family BBQ, Winter Family Festival, and galas as required

Responsibilities as required - 10%

Builds and maintains interdisciplinary relationships with CPCH team members including reception, food services, facilities, and housekeeping teams. Communicates & collaborates regularly with other department staff such as nursing, counselling, recreation therapy and others

Provides back-up for the Volunteer Coordinator role and/or Manager role, as required

This role will be responsible for covering back up reception and other basic onsite coverage tasks to support the VSS and greater Teams, as required.

Assumes other related responsibilities, as assigned.

EDUCATION AND EXPERIENCE

High school diploma or equivalent; additional education or training in healthcare administration, volunteer administration, administration, or related field is a plus.

Previous experience in a non-profit and/or exposure to a volunteer environment is preferred. Previous experience or knowledge of healthcare or hospice setting is an asset.

QUALIFICATIONS

What you bring to the role:

Strong administrative support and organizational skills.?

Intermediate experience using computer software applications (MS Word, Excel, Outlook, PowerPoint, Adobe, etc.).?

High degree of discretion and maturity in handling confidential information and situations, including the ability to work with children and families sensitively.?

Ability to work collaboratively as a member of a team.?

Excellent interpersonal, written and verbal English communication skills.?

Demonstrated strong relationship building skills with individuals at all levels.?

Ability to establish and maintain appropriate professional and personal boundaries.?

Flexibility and ability to work in a fast paced, dynamic environment with multiple changing priorities and interruptions while maintaining a calm, professional, pleasant demeanor and attention to detail.?

Experience using a volunteer database management program (e.g. Better Impact) is an asset.?

A valid driver’s license will be an asset as this role requires frequent travel to both hospice sites and other off-site events & engagements.?

You have:

High integrity; creativity; balance, good judgment and objectivity; high vision and conceptual capabilities; consultative, facilitate and collaborative; sense of humor.

Excellent time management skills.

Demonstrates flexibility that allows you to work with high energy, creative people.

Able to thrive and effectively manage priorities in a changing, ambiguous environment.

Please note:

Evidence of Health Canada approved vaccinations must be provided prior to your first day of work.

Flexibility is necessary, as this position may require occasional weekend and evening work and travel within and outside the Lower Mainland.

RECRUITMENT PROCESS

We understand that the recruitment process is not a one size fits all, our inclusion values and flexibility extend to your hiring experience. Canuck Place is committed to providing inclusive access and accommodations throughout the application and selection process. We are continuously working to improve our systems, policies, and practices to ensure our employees, in all their diversity, can succeed. Should you require accessibility accommodation through the recruitment process, please contact our People & Culture team at recruitment@canuckplace.org and we will work with you to meet your needs.

Canuck Place Children’s Hospice hires on the basis of merit and is strongly committed to equality and diversity within its community and to a welcoming and inclusive workplace. We especially welcome applications from Indigenous persons, visible minority group members, persons with disabilities, people of all sexual orientations, genders and gender identities, members of the 2SLGBTQIA+ community.

Downloaded from firstnationsjob.com on 18-11-2026