



Bethesda C.A.R.E Centre (Hougang Area)

Volunteer Manager (2-year Contract)

Responsibilities:

1. Develop the volunteer strategy in line with BCARE's vision and mission.
2. Project BCARE's requirements for volunteers and develop the volunteer recruitment and retention strategy.
3. Evaluate, enhance and implement volunteer management policies and processes (e.g. volunteer recruitment, training, development, recognition, engagement).
4. Develop risk mitigation measures and a volunteer continuity plan as part of BCARE's business continuity plan.
5. Implement IT systems or solutions for volunteer data analysis and impact management.
6. Work with management, programme staff involved & volunteers themselves to develop a friendly volunteer culture within BCARE by engaging, supporting and training staff whom volunteers will be working with.
7. Source, develop and sustain collaborations with other SSAs, community stakeholders, corporate partners and government agencies.
8. Identify emerging approaches in volunteer management and evaluate volunteerism trends and impact which will value-add to the volunteer engagement strategies and approaches.
9. Drive engagement with key stakeholders through various publicity platforms, such as BCARE's regular publications and social media platforms, working in conjunction with the corporate communications and community relations team.
10. Any other duties as assigned by the Executive Director.

Requirements:

- Diploma/Degree with minimum 5-8 years of experience in people management, stakeholder management, strategic work, resource management and/or project management.
- Individuals looking for a career switch are encouraged.
- Experience in volunteering in social service sector or volunteer management is preferred.
- Strong communication and interpersonal skills.

Interested applicants please email resume, stating expected and current salaries, and date of availability to hr@lsbc.org.sg

All applications will be kept in strict confidence. Only Singaporeans and PRs may apply. We regret that only shortlisted candidates will be notified.