

Leash Free Mississauga
BOARD of DIRECTORS VOLUNTEER OPPORTUNITY

Director of Memberships & Volunteers
(Member at Large)

Leash Free Mississauga (LFM) is looking for a Director of Memberships & Volunteers to join our Board of Directors and manage the volunteer and membership initiatives of the organization.

Who We Are

Leash-Free Mississauga (LFM) is a non-profit organization affiliated with the City of Mississauga through the Community Group Registry Program. As an established member-driven, volunteer-run group of local residents, the organization works closely with the community and the City of Mississauga (Parks, Animal Services, and By-Law) to promote safe, friendly and fun Leash-Free Park Zones where responsible dog ownership is encouraged. We do this through advocating for additional Leash-Free Parks, improvements to existing parks, along with undertaking, public education, events, Leash-Free Park clean-ups, memberships and fundraising initiatives.

The Opportunity

Overall, as the Director of Memberships & Volunteers serving on LFM's board of directors, you will play an important role in ensuring that the organization has the necessary members and volunteers to support its mission and activities.

Duties of the LFM Director Memberships & Volunteers (Director at Large):

1. **Recruits, coordinates and promotes membership and volunteer activities** with board members and Zone Representatives. (Membership Drives, AGM, LFM events and various public relations activities). Communicates with potential members and volunteers as required.
2. **Monitors and prepares membership and volunteer reports; tracks membership/volunteer information.** (board reports, manage databases)
3. **Identifies and works closely with digital marketing and communications to prepare member and volunteer information.** (I.e. digital forms, publicity and promotional material, membership/volunteer messages/newsletters, website, social media, written announcements for display boards and other communication channels that create awareness, support and engagement).
4. **Prepares membership benefits package and volunteer appreciation activities.**
5. **Recruits volunteers and coordination of volunteer training and orientations** in collaboration with board members and park zone attendants for programs and events. Ensures volunteer health and safety practises are in place for LFM activities.
6. **Assists with the AGM by verifying membership for voting purposes.**
7. **Manages member and volunteer databases in collaboration with secretary and board members.** Recommends and implements technology to streamline volunteer and membership administration.

Knowledge, Skills & Abilities

1. Excellent oral and written communication skills to engage volunteers and potential/existing LFM members.
2. Strong organizational skills to host membership and volunteer initiatives in collaborate with board members. (events, training, support Park Zones and public relation activities in the community)
3. Good computer skills to manage databases; recommends new technology to manage volunteer and member programs.

Volunteer Opportunity

www.leashfreemississauga.ca



4. Good interpersonal skills to recruit and orient volunteers and build membership support for LFM.
5. Collaborate with Digital Marketing and Communications Directors to prepare engaging information, promotional and educational collateral materials through social media, website and in-person board activities.
6. Understands the non-profit sector and is excited about contributing to organizational sustainability and resiliency.
7. Collaborate and build strong relationships with LFM Zone Park Representatives, board members, stakeholders, partners, volunteers, and the community.
8. Commitment to the vision, mandate strategic directions of LFM; passionate about contributing to organizational sustainability and resiliency.
9. Experience as a volunteer and serving on a board an asset; a desire to learn about the community.
10. Approximately 4 hours/week approximately 10-15 hours/month, 2 year term

To Apply

Please submit your resume/profile to: president@leashfreemississauga.ca