

**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, passionate about supporting safe, friendly and fun Leash-Park Zones in Mississauga. 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) 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 engagement and volunteer activities
2. Monitors and prepares membership and volunteer reports; tracks membership/volunteer information.
3. Identifies and works closely with digital marketing and communications to prepare member and volunteer information
4. Prepares membership benefits package and volunteer appreciation activities.
5. Recruits volunteers and coordination of volunteer training and orientations
6. Assists with the AGM by verifying membership for voting purposes.
7. Manages member and volunteer databases in collaboration with secretary and board members.

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 collaboration with board members.
3. Good computer skills to manage databases; recommends new technology to manage volunteer and member programs.
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, 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.

Volunteer Opportunity

www.leashfreemississauga.ca



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