



ROYAL AVIATION MUSEUM OF WESTERN CANADA

Job Title: Volunteer and HR Coordinator

Job Location: 2088 Wellington Avenue, Winnipeg MB

Salary: \$50,000 - \$55,000

Term: Permanent full-time position

The Royal Aviation Museum of Western Canada (RAMWC) has completed construction of an 86,000 sq. ft facility location on the James A. Richardson International Airport campus in Winnipeg, Manitoba and is now open to the public. The Museum is a non-profit dedicated to preserving the history of aviation in Western Canada. The new Museum will showcase aircraft and many unique aviation artefacts from its collection, presented from a story-driven approach.

The new home of the Royal Aviation Museum of Western Canada is located on Treaty 1 territory, the traditional territory of Anishinaabeg, Cree, Oji-Cree, Dakota, Lakota and Dene Peoples, and the homeland of the Métis Nation.

The Role

Working under the direction of the Executive Vice President, the Volunteer & HR Coordinator is primarily responsible for the recruitment, training, activation of volunteers for all aspects of the museum's operations. They are also responsible for managing the volunteer database and works together with RAMWC colleagues. They are secondarily responsible for assisting the Executive Vice President with human resource functions such as recruitment, onboarding, retention, and staff appreciation. The role requires some flexibility to meet and engage with volunteers who support the museum on weekends on an occasional basis.

Job Functions

Volunteer Coordination Functions

- Recruit volunteers
- Manage Volunteer Database
- Create, review, and communicate all Volunteer specific policies
- Work with department leaders and lead recruitment, engagement, retention strategies to maintain volunteer target of 100+ volunteers
- Maintain volunteer pool and ensure minimum scheduling commitments are met
- Seek and gather volunteer feedback

Human Resources Functions

- Audit, and communicate RAMWC Human Resource Policies to all staff and volunteers.

- Collaborate with museum committees to ensure committee specific policies and functions comply and harmonious to the HR policy book (Ex: Occupational Safety & Health, Collections, Volunteer, Customer Service)
- Recruitment and Onboarding
- Retention and Appreciation
- More HR functions including
 - Assist in employee performance tracking
 - Vacation, sick, absences, etc
- Sourcing and securing funds (such as Young Canada Works, Canada Summer Jobs) for paid internships
- Ensure museum is meeting Imagine Canada accreditation criteria relevant to Volunteering and Human Resources

KEY QUALIFICATIONS

- 2 to 4 years of experience managing volunteers, including recruitment, training, scheduling, conflict resolution, and workplace issues management
- Post-secondary degree or diploma in human resources is preferred; CPHR designation (complete or in progress) would be an asset
- Experience with volunteer databases (Better/Volunteer Impact or similar)
- Experience working with/in Aviation & Aerospace Industry
- Demonstrated team building skills
- Strong ability to organize and manage multiple priorities
- Proven attention to detail and ability to maintain complete and accurate documentation
- Excellent verbal and written communication skills
- Interest in and current knowledge of volunteer engagement programs

How to Apply:

Please submit your Resume and Cover Letter indicating the position title to dennis.deng@royalaviationmuseum.com. Please note only candidates selected for interview will be contacted.

RAMWC strives to provide an inclusive workplace and will provide a safe environment for all candidates. We provide accommodations for candidates who disclose a need.