**Volunteer Job Description**

**Kinbrace Policy and Procedure Writer**

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| **Assignment** | A fully functioning charitable organization in Canada, Kinbrace Community Society best engages its mandate when clear policies are articulated in writing and straightforward procedures are in place and practiced. Stakeholders, community members, funders, staff, volunteers, and those we serve benefit from good policies and procedures.  The Policy and Procedure Writer works on their own schedule toward predetermined deadlines, in coordination and communication with the Executive Director, to draft, edit, and produce policies and procedures as required. |
| **Primary Duties** | Coordinate with Executive Director to determine   1. policy and procedure priorities 2. production deadlines 3. formatting   Write policies and procedures as prescribed for Kinbrace Community Society  Edit and update existing policies and procedures  Prepare draft copies for Board review and/or review  Collate new policies and procedures with existing documents |
| **Qualifications** | Excellent written communication skills  Excellent conceptualization skills  Previous Policy and Procedure writing experience  Detail oriented  Able to work alone once assigned a task  Flexible to accommodate other perspectives  Knowledge of provincial and federal laws (or willing to research/learn) |
| **Screening** | Complete application questions on Kinbrace Volunteer Web Page  In-person Interview  Police criminal record check  2 references (telephone #s) provided |
| **Time Commitment** | As needed according to deadlines |
| **Orientation and Training** | Visit to Kinbrace Community Society and learn about Kinbrace values  Work in coordination with the Executive Director |
| **Working Conditions** | Can work at home or at Kinbrace (which is close to public transit)  Providing your own computer helps us out a lot! |
| **Benefits** | Opportunity to build Kinbrace Community Society into a leading refugee serving organization  Opportunity to get an “insiders” view of Kinbrace policy and procedure, as guided by the law and our Values  Opportunity to updgrade knowledge of provincial and federal laws re: privacy, etc.  Opportunity to build resume  Letter of reference for volunteer service provided upon request after successfully completing policy and procedure writing tasks  Expenses for police check will be reimbursed |
| **Supervision and Feedback** | The Policy and Procedures Writer reports directly to the Kinbrace Community Society Executive Director  Feedback is ongoing and “check-in meetings” are scheduled as needed per the task  Volunteers are encouraged to initiate meetings with the Executive Director anytime. |