



**MISSION THRIFT STORE  
GRANDE PRAIRIE, AB**

**VOLUNTEER AND COMMUNITY COORDINATOR  
(Full-Time: 30 hours/week, with potential for 40 hours/week)**

**JOB POSTING**

BFM Foundation Canada is a national Christian organization with over 50 Mission Thrift Stores across the country. The net revenue from all Mission Thrift Stores is devoted to the Joint Ministry of BFM Foundation Canada and Bible League Canada (BLC). These funds are used to establish adult and children's literacy programs, church planter training, and distribute Bibles in many places around the world. The stores are operated primarily by dedicated volunteers.

**WHY WORK HERE**

You have a passion for thrift. You are motivated, looking for a role with a purpose, and have a desire to make a difference in your local community. You want to serve through retail and recycling. You want to further your career in retail. You like to have fun at work.

**PURPOSE OF THE POSITION**

As a key role within Mission Thrift Store Grande Prairie, the Volunteer and Community Coordinator is responsible for building and supporting a strong volunteer team while fostering meaningful connections with local partners, as well as championing the programs, marketing incentives, and systems that support both volunteers and local engagement. This role ensures that volunteers are recruited, trained, scheduled, and appreciated so that they can serve effectively and feel valued in their contributions. By developing partnerships with local churches, organizations, and community groups, the Coordinator also strengthens Mission Thrift Store Grande Prairie's impact and advances its mission.

**HOW YOU WILL CONTRIBUTE**

**Primary Activities: Volunteer Coordinator**

- Recruit, screen, interview, onboard, and train new volunteers to meet the Grande Prairie store's operational needs, as well as provide continued supervision of all volunteers.
- Establish and maintain a Volunteer Succession program to continually strengthen the volunteer base.
- Implement and oversee a Volunteer Mentorship program to enhance performance, engagement, and retention.
- Develop and lead a Volunteer Appreciation program, including events and ongoing recognition efforts.
- Assist in providing an efficient and safe working environment for the volunteers.
- Maintain accurate volunteer records using Better Impact, including applications, contact information, and service hours.
- Communicate regularly with volunteers through check-in phone calls, e-mails, and personal appreciation for their commitment and availability.
- Schedule volunteers using the store's existing computer-based scheduling system to ensure that all shifts and workdays are consistently and effectively covered.

- Be a promoter of Mission Thrift Store Grande Prairie, as well as the Joint Ministry of BFM Foundation Canada and Bible League Canada.
- Utilize social media platforms to support marketing and volunteer recruitment efforts, sharing stories, events, and opportunities that reflect the mission and values of Mission Thrift Store.

### **Secondary Activities: Community Outreach and Partnerships**

- Build and nurture relationships with local churches, organizations, and community groups to strengthen partnerships and promote volunteer opportunities.
- Serve as a positive ambassador for Mission Thrift Store Grande Prairie, BFM Foundation Canada, and Bible League Canada, sharing the store's mission and values with the community.
- Deliver and champion the supportive programs in partnership with BFM Foundation Canada, which include initiatives such as the "From Basement to Blessing" program.

## **QUALIFICATIONS**

### **Education**

- Formal education in Volunteer Management, Community Development, and/or Human Resources is preferred, but not required. We welcome applicants with demonstrated experience in volunteer coordination, event planning, and/or community engagement.

### **Experience**

- 5+ years of experience in retail.
- 2+ years of people leadership (volunteer leadership is preferred).

### **Skills**

- Excellent interpersonal skills, with the ability to engage diverse individuals and groups.
- Strong communication skills, including verbal, written, and active listening.
- High degree of empathy, compassion, and patience.
- Strong customer service skills and a positive attitude.
- Analytical, problem-solving, and decision-making skills.
- High attention to detail and organization.
- Creativity and thinking outside of the box.
- Time management skills.
- Computer skills, including the ability to operate spreadsheet and word processing programs, as well as social media platforms and retail systems (cash registers, POS systems, etc.).
- Sensitivity and discretion in managing volunteer relationships and resolving conflicts.
- Must have a valid Alberta Class 5 Driver's License and regular access to a reliable vehicle.

## **COMPENSATION EXPECTATIONS**

The starting compensation will be **\$20.00 per hour** (30 hours per week, with potential for 40 hours per week).

## **APPLY TODAY!**

We look forward to hearing from you! **Please submit your cover letter and resume by July 29<sup>th</sup>, 2026, to [careers@missionthriftstore.com](mailto:careers@missionthriftstore.com).** We are sincerely grateful for all applications submitted for this opportunity. We will contact you if you are selected for the next stage in the application process.

*Mission Thrift Store welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in the interview process.*