



Board of Directors Opportunity (Internal only)

Position: Volunteer Liaison, Board of Directors (Volunteer Position)

About TROtt

The Therapeutic Riding Association of Ottawa-Carleton (TROtt) is a registered charity that has been serving children, youth, and adults with physical and intellectual disabilities for over 35 years.

Based in south Ottawa, TROtt provides subsidized programming for children and adults with conditions such as cerebral palsy, spina bifida, stroke, acquired brain injuries, multiple sclerosis, sensory integration dysfunction, cognitive delay, Downs Syndrome, visual impairments, and others. We are an employer of CanTRA and Equine Canada certified instructors and coaches, and work with experienced physiotherapists and highly trained volunteers to offer a range of therapeutic equine-assisted services.

About the TROtt Board of Directors

The TROtt Board of Directors is a management board responsible for both the governance of the organization and the managerial oversight of its operations. The Board's twelve members meet monthly, each manage a portfolio of administrative tasks, and take part in project sub-committees. We are currently recruiting a new Director to fill the position of Volunteer Liaison.

Key Responsibilities

- Has comprehensive understanding of the role and scope of the Program Coordinator – related to Volunteer Activities – and assists in related projects as required
- Coordinates volunteers for community events
- Leads volunteer appreciation initiatives
- Coordinates review of Volunteer Police Records Checks
- Has comprehensive understanding of the role and scope of the Program Coordinator and assists in related projects as required
- Supports Volunteer training

Qualifications

- Ability to work 10 – 20 hours per month on Board projects and initiatives (most work can be done at home)
- Current or recent experience as a TROtt volunteer (within the past year)
- Excellent verbal and written communication skills.
- Demonstrated ability to work independently, exercise confidentiality and good judgment.
- Self-starter with strong organizational and time management skills with a strong attention to detail and an ability to prioritize
- Knowledge of the TROtt Volunteer training program
- Knowledge of the Equestrian Industry an asset

Time Commitment

Each Board member spends approximately 10 – 20 hours/month on their respective tasks (time commitment each month may vary) for the duration of a 1-year term (renewable). The incumbent must attend monthly board meetings in addition to carrying out portfolio activities. Board meetings occur on the evening of the second Tuesday every month.

To apply for this position please send a resume and covering letter to sof_gauthier@hotmail.com no later than January 22nd, 2017.

For more information about TROtt please visit www.trott.ncf.ca or find us on [Facebook!](#)