

Volunteer Coordinator Position – March 2019

Seeking Volunteer Coordinator to:

- Collaborate with the Executive Director to strengthen and support the volunteer program and improve recruitment, training, retention
- Recruit and screen volunteer applicants to fill positions for knitting instructor volunteers as well as for program, administrative, and outreach support.
- Identify recruitment opportunities to increase diversity among the volunteer applicant pool
- Assist volunteers with hospital volunteer clearance process
- Organize and conduct orientation and training sessions for prospective volunteers
- Schedule and develop programming for ongoing volunteer training and meetings.
- Work with Executive Director to update volunteer procedures and guidelines
- Work with Executive Director and Board Governance Committee to develop volunteer contract and evaluation mechanisms
- Ensure volunteer compliance with procedures, including reporting requirements
- Serve as point person for volunteer questions, input, and concerns.
- Maintain current volunteer contact list, and disseminate information to volunteers through monthly update and other mechanisms as needed
- Work with volunteer site coordinators and event planners to ensure volunteer coverage for specific sessions and events
- Plan annual volunteer recognition program

Skills and Requirements

- Ability to plan and organize programs and supervise volunteer work
- Excellent communication, verbal, written, problem-solving, and interpersonal skills
- Ability to recruit the right individuals as volunteers and motivate them to give top performance
- Ability to effectively perform multiple tasks
- Competence with Microsoft Office, Google platform, databases, email marketing and scheduling software (ie: Mailchimp, Evite, Sign Up Genius, Doodle)

Opportunity to work flexible schedule (10-15 hours/month) from home and to work with dedicated and enthusiastic team of volunteers, Executive Director, and board members of vibrant and growing non-profit.