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Updated December 6, 2018

## Job Description

**Job Title:** Volunteer Coordinator

**Office Location:** Marquette

**Status:** Permanent Part-Time (20 hours), Non-Exempt

**Supervised By:** Program Manager

**Supervises:** Not Applicable

### Summary of Duties:

The Volunteer Coordinator is responsible for developing and implementing a volunteer training model designed to recruit individual volunteers and Volunteer Leadership Teams.

This position requires a strong communicator who is comfortable speaking to large groups as well as one-on-one. The volunteer coordinator must be able to prioritize multiple projects and deadlines and have very good computer skills. This position also requires an individual who enjoys working with volunteers and elderly people and who understands the dynamics of aging or is willing to learn.

### Primary responsibilities include:

#### Volunteer Management

Collaborate with the Program Manager and marketing team to launch a volunteer recruitment campaign under the direction of the Program Director.

Create volunteer outreach events under the direction of the Program Manager.

Recruit new volunteers.

Process volunteer applications and perform background checks on all new volunteers.

Create Volunteer Leadership Teams.

Provide orientation and training for volunteers.

Provide orientation and training for Team Leaders.

Collaborate with Team Leaders to train new volunteers and assign to teams.

Direct new volunteers to the Program Manager for their volunteer assignments.

Maintain and cultivate relationships with volunteers.

Collaborate with the Program Manager to create successful volunteer/elderly matches.

Recognize volunteers by coordinating an annual volunteer appreciation event.



"Where Service to the Elderly begins by being a Friend"

*Serving the Elderly Since 1982*

**Database Management**

Oversee and manage volunteer data in the database under the direction of the Program Manager. Provide database training to staff and volunteers.

Compile and submit quarterly reports on volunteer engagement and submit to the Program Director.

**Public Relations**

Engage the community through speaking engagements, radio, tv, and newspaper interviews as directed by the Program Manager.

Communicate with volunteers through well-designed volunteer newsletters.

Contribute to our online presence through our website and various social media outlets.

Collaborate with marketing and development staff to engage the community.

Distribute informational brochures and flyers.

**Qualifications**

Bachelor's degree or equivalent combination of education and experience.

Excellent project management and organizational skills.

Professional demeanor with great work ethic.

Strong written and verbal communication skills.

A team player who also works well individually.

Very good computer skills.

**Special Requirements**

Work 2 of the 3 major holidays.

Participate in the Annual Volunteer Appreciation Picnic and Annual Elderly Picnic.

Participate in the organization's annual fundraiser.

Participate in regular staff meetings.

Visit at least one elderly friend regularly to create a friendship.

Participate in a Strategic Plan Committee and the North American Working Group (NAWG).

**Disclaimer**

This job description is representative only and may be revised at any time to include new responsibilities as the business environment changes.