

Job: Volunteer Coordinator

Reports to: Executive Director

The volunteer coordinator assistant will be responsible for the management of a volunteer program. Duties include various clerical tasks including database and file maintenance, reporting, handling of confidential documents, communication with and scheduling of volunteers, and answering phones. Attendance at various meetings and volunteer trainings is required.

Essential Duties:

- Recruit, Retain and Increase volunteer support
Recruit and maintain a volunteer base for the organization
- Maintains database of all volunteers, assignments, hours of service (time sheet entry) and documentation compliance.
Generates monthly reports.
- Maintains volunteer files, making sure all volunteers remain in compliance with applicable regulations, company policy and liability insurance requirements.
- Schedules volunteers, and ensures all necessary paperwork for each assignment is properly completed.
- Schedules volunteers for events and functions.
- Manages set-up and clean-up of volunteer training and meetings
- Performs various clerical tasks, including typing, copying and preparation of volunteer handbook and mailings.
- Conducts orientation and training for volunteers

Skills Required:

1. Excellent verbal and written communication skills.
2. Ability to organize, assign and supervise volunteer staff.
3. Ability to efficiently organize and prioritize multiple tasks.
4. Ability to work independently while functioning as a member of a team.
5. Ability to work well with a diverse population.
6. Must be a 'people person' and be comfortable asking volunteers to help.
7. Proficient working knowledge of Microsoft Office products; experience with database software.