



## **Volunteer Coordinator Role**

### **General Job Description**

**Join a wonderful team and have the opportunity to work and meet people with a passion and heart to serve!**

Part-time role at approximately 10 hours/week, reporting to the Development Director.

The responsibilities include assisting the Development Team in the recruitment, coordination, and retention of the organization's volunteer base. This role requires administrative abilities and computer skills to manage volunteer database software and track volunteer metrics and information. The volunteer coordinator will also manage the weekly volunteer schedule.

This role also relies on strong communication and social skills. The Volunteer Coordinator will have ongoing engagement and interaction with individual volunteers as well as service groups.

### **Job Duties and Responsibilities**

- Input and manage all volunteer information in the WayCool Software database. This role would act as the primary manager of this volunteer database and would assist in running reports on volunteer metrics that may be required for grant applications and board reports.
- Manage all volunteer documentation.
- Have the primary responsibility of coordinating all volunteer activities through Sign Up Genius and email communications. This would include both individual volunteers as well as church, school, and civic groups. This could represent approximately 150 volunteers per month.
- Oversee providing thank you notes/emails to volunteer groups.
- Schedule all volunteer training sessions that would be conducted by Development Team.
- Work closely with Development Team in order to share information that may assist Development Team in engaging and cultivating volunteers that may be potential donors.
- Excellent Communication skills needed to engage volunteers as they come to the organization as well as engage and direct service groups.
- Build relationships with groups and provide follow up communications with groups.
- Develop and maintain volunteer relationships along with the Development Team.

- Assist with volunteer appreciation activities and communications

### **Education, Skills, and Job Requirements**

- Associates or Bachelor Degree preferred
- Proficient in basic computer applications and ability to learn database software
- Record keeping and organization skills required
- Demonstrated capability to conduct one's self in a calm and professional demeanor when dealing with the public and/or with difficult situations
- Works well as a team member/ ability to collaborate
- Kind, compassionate, and friendly to all residents and guests
- Demonstrated capability to effectively communicate orally and in writing
- Ability to work well with a diverse group of staff and volunteers
- Willingness to adjust hours to accommodate the needs of the job (potentially some short hours a couple of Saturdays a month or some evenings)

**Please email resume to [volunteer@theoconnorhouse.org](mailto:volunteer@theoconnorhouse.org)**