

JOB DESCRIPTION

JOB TITLE	DEPARTMENT	REPORTING MANAGER
Volunteer Coordinator	Development	Joelle Gamble
TERM	HOURS PER WEEK	SALARY RANGE
Full-Time	40	DOQ - \$34-\$40K

FUNCTION

To coordinate volunteers across the organization, in every department - with focused goals on recruitment, training, supervision, and retention of volunteers in a high-paced, small office environment.

RESPONSIBILITIES

General Responsibilities

- Develop volunteer position descriptions
- Community outreach to find volunteers
- Screen (interviews, required background checks, etc.) and match volunteers to organizational needs and opportunities
- Train and provide orientations for volunteers
- Schedule and supervise volunteers
- Assign & place volunteers according to skillsets and requirements of volunteer positions
- Volunteer recognition
- Assess organizational need and capacity for volunteers
- Develop & maintain volunteer program materials (policies and procedures, applications, volunteer agreements, orientation handbooks)
- Database management and tracking of volunteer statistics
- Partner with development colleagues on outreach and fundraising activities
- Be an ambassador for Wishes & More and our volunteers to the community
- Never ever get tired of saying thank you or take lightly any of the work any volunteer does
- Organize and oversee all in-office volunteers and the internship program

TECHNICAL SKILL REQUIREMENTS

Computer skills: Microsoft Office (Access, Excel, Word, PowerPoint, Outlook)

EDUCATION/EXPERIENCE

Minimum of 2-years in a multi-tasking, administration role

Preferred: Previous experience in a volunteer management role

PREFERRED QUALITIES

- Excellent oral and written communication skills
- Self starter
- Flexibility & ability to troubleshoot
- Able to stay on task and finish responsibilities
- Relationship manager with comfort in working with diverse populations (volunteers, staff, board members, community members, etc)
- Strong judge of character
- Leadership experience
- Conflict management skills
- Ability to multi-task
- Detail-oriented and organized
- Experience developing and implementing project plans
- Ability to work both independently and as a member of a larger staff team
- Familiar with diverse technologies and software
- Ability to connect with diverse types of organizations: schools, businesses, government, faith organizations, etc.
- Patient, compassionate & professional