



## **Interfaith Volunteers Volunteer Coordinator Job Description**

### **Position Summary:**

The Volunteer Coordinator assists in recruiting, training, and making volunteer matches. This person will assist in the development and planning of the daily operations and programming. The Volunteer Coordinator is a part-time position, working 30 hours a week, occasionally called upon to work additional hours.

**Reports to:** Director

### **Duties & Responsibilities:**

The duties described below are not an all-exhaustive list and other duties may be assigned as needed.

- Assists in program development and planning.
- Schedule volunteers in a timely manner to ensure appropriate coverage to meet caregivers' needs.
- Develop and implement volunteer training materials as needed.
- Provide data reports of program services to board and committees as needed.
- Assist with developing and implementing special events.
- Perform community presentations and training, occasional nights and weekends, as needed.
- Design and implement press releases, social media posts, event posters, websites, and other communications to ensure ongoing public awareness about the organization.
- Assist with grant reporting and writing.
- Other duties as assigned.

### **Skills**

- Prior experience working with volunteers in a non-profit setting is preferred.
- Exhibit strong organizational skills, as well as an understanding of faith-based and community-based programs.
- Knowledge and proficient use of technology, including Microsoft Office, and other computer programs as needed.
- Select, develop, and motivate people, creating a positive work and volunteer environment.
- Resolve problems quickly and effectively to determine appropriate courses of action, which are then reported to the Director.
- Exhibit flexibility and possess well-developed interpersonal skills, to serve others with compassion.
- Excel in personal interactions with the staff and volunteers at all levels of the organization, with the ability to work with diverse populations.
- Must be able to keep sensitive information confidential.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_