



Jackson County Interfaith Volunteers Volunteer Coordinator Job Description

Position Summary:

The Volunteer Coordinator is responsible for all aspects regarding volunteers from recruiting new volunteers and promoting volunteer opportunities to conveying the organization's purpose to the public. A volunteer coordinator arranges all the details of volunteering and keeps all parties informed.

The Volunteer Coordinator is a full-time position, working approximately 35 hours a week, occasionally called upon to work additional hours.

Reports to: Program Director

Duties & Responsibilities:

- Recruiting, training, and supervising new volunteers.
- Coordinating daily and ongoing volunteer matches to opportunities that suit their skill sets, and ensuring they understand their responsibilities and receive the proper training.
- Collecting and entering volunteer information, availability, skills, and maintaining an up-to-date database.
- Keeping new and existing volunteers informed about the organization and volunteer opportunities.
- Preparing codes of conduct and operating procedures to uphold the organization's values.
- Warmly greet clients, volunteers, donors, and others in person and over the phone.
- Assist in program development and community and volunteer education events.
- Design and implement press releases, social media posts, event posters, and other communications to ensure ongoing public awareness about the organization.
- Clerical support as needed.
- Other duties as assigned.

Skills

- Prior experience working with volunteers in a non-profit setting is preferred but not required.
- 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.
- Develop, and motivate people, creating a positive environment.
- Resolve problems quickly and effectively to determine an appropriate course of action.
- Exhibit flexibility and possess well-developed interpersonal skills.
- Excel in personal interactions with the staff and volunteers at all levels of the organization, utilizing strong communication and team-building skills.
- Must have the ability to work with diverse populations while keeping sensitive information confidential.
- Strong sense of community and the desire to serve with compassion.