



The Place

Position: Volunteer Coordinator

Classification: Part-time, non-exempt

Reports To: Director of Operations and Retail

Hours: 25-35 (some evening and weekend work required)

Salary: \$18/hour includes paid time off

Job Summary:

The Volunteer Coordinator plays a key role in the mission of The Place. As a non-profit with a small staff, we can only meet the needs of the community with the help of a strong volunteer base. The Coordinator is responsible for overseeing the volunteer activities within the organization. Their duties include conducting orientations, interviewing and placing Volunteers in different roles based on their qualifications and maintaining accurate volunteer records. A successful volunteer coordinator should be meticulous about keeping records and passionate about volunteer work. You should uphold the values of our organization while ensuring the comfort of our volunteers in their positions.

Duties/Responsibilities:

- Conducts regular orientations, interviews, and places Volunteers in different roles based on their qualifications.
- Recruits, trains, and supervises new volunteers, volunteer groups, and community service workers.
- Collects volunteer information, availability, and skills, and maintains an up-to-date database.
- Uses marketing tools such as outreach programs, e-mails, and volunteer databases.
- Keeps new and existing volunteers informed about the organization and volunteer opportunities.
- Matches volunteers to opportunities that suit their skill sets, and ensures they understand their responsibilities and receive the proper training.
- Develops a core group of volunteers to assist with orientation activities, volunteer groups, special events, fundraising and outreach, and programs.
- Works with program managers to identify area volunteer needs and match volunteers to openings.
- Keeps schedules and records of volunteers' work.
- Tracks and completes paperwork for court-mandated community service workers.
- Prepares monthly and annual reports of volunteer work.
- Develops and maintains volunteer recognition and appreciation programs.
- Prepares codes of conduct, confidentiality, and operating procedures to uphold the organization's values.
- Ensures the organization's purpose are conveyed to the public.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Knowledge of data management software.

- Excellent written communication skills.
- Excellent public speaking skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills, attention to detail, and ability to prioritize.
- Excellent communication and interpersonal skills.
- Excellent organization and team-building skills.
- Excellent time management skills with a proven ability to meet deadlines.
- Proficient with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Teams, SharePoint), QuickBooks and other related software.

Education and Experience:

- An associate's degree in business management, human resources, or a related field.
- Experience in volunteering and recruitment.
- Working knowledge of databases.
- Nonprofit experience preferred.

We are an Equal Employment Opportunity employer committed to providing equal opportunity in all our employment practices, including selection, hiring, assignment, re-assignment, promotion, transfer, compensation, discipline, and termination. The Place prohibits discrimination, harassment, and retaliation in employment based on race; color; religion; national origin; sex (including same sex); pregnancy, childbirth, or related medical conditions; genetic information; age; disability or handicap; citizenship status; service member status; or any other category protected by federal, state, or local law. Violation of this policy will result in disciplinary action, up to and including immediate termination.

Name: (print) _____

Signature: _____ Date: _____