Volunteer Coordinator

Job Description

The Volunteer Coordinator will be responsible to develop and maintain a comprehensive recruitment, orientation, training, retention, and recognition plan for individual and group volunteers. Will be responsible to ensure that all volunteers are knowledgeable about our mission and feel valued at Victory Ministries.

Reports to: Program and Operations Director
Hours and Salary Class: 20 hours/week, salary non-exempt

Responsibilities

- Creates and executes a comprehensive volunteer recruitment plan
    - Collaborates with program leadership to develop and maintain a comprehensive list of volunteer serving opportunities
    - Develops and maintains appropriate collateral materials for recruitment of volunteers
    - Uses marketing tools such as social media, outreach programs, e-mails, and volunteer databases to publicize opportunities to serve
    - Maintains volunteer management software system with accurate volunteer opportunities
    - Attends speaking opportunities, activities and events within the community to present the organizational mission and recruit volunteers
    - Develops and maintains strong, positive relationships with collaborative partners, churches and individuals
    - Serves as primary point of contact for all requests to volunteer or collaborate and ensure a timely and accurate response

- Responsible for interviewing potential volunteers, placing volunteers in different roles based on their qualifications and providing a thorough orientation reflective of the Victory Ministries' mission and core values
    - Conducts potential volunteer interviews and tours, providing accurate information about serving opportunities and the organizational mission
    - Matches volunteers to opportunities that suit their skill sets, ensuring they understand their responsibilities and receive proper training
    - Develops orientation kit, introductory programs, and handbook for successful volunteer orientation
    - Oversees volunteer performance and provides corrective feedback when necessary

- Oversees volunteer scheduling, hours tracking and reporting
    - Collects volunteer demographic information, availability, skills and when necessary, background checks

- o Maintains an up-to-date volunteer database in the volunteer management software system
  - o Documents volunteer training and updates necessary records to ensure compliance with all federal, state, and local regulations
  - o Develops and maintains complete and accurate volunteer policies, procedures, position descriptions, and standards of conduct
  - o Creates volunteer schedule and records all volunteer hours worked
  - o Develops and provides to management monthly and annual reports on all individual and group volunteer activities to include number of volunteers, number of hours, and in-kind contribution value of service

- Coordinates all volunteer recognition activities
  - o Creates comprehensive retention plan that outlines various opportunities for regular volunteer recognition
  - o Plans, coordinates and hosts volunteer appreciation events, training opportunities and other large-scale volunteer activities

Core Competencies:

- Excellent Communication and Relationship Building skills
- Excellent Organization and Project Management skills. Attention to Detail
- Self-Management and Time Management skills
- Strategic Planning
- Self-Awareness

Qualifications:

- High Diploma or equivalent, required
- Previous management experience preferred
- Advanced computer skills and previous software system management preferred
- Must exhibit qualities in alignment with Victory Ministries core values
- Must be in full agreement with the Victory Ministries Statement of Faith

Working Environment: Office environment, limited travel required

Disclaimer and Authorization

The preceding description is not designed to be a complete list of all duties and responsibilities required. I understand that I may be required to perform other duties as assigned.

By signing below, I acknowledge receipt of this job description and understand it is my responsibility to seek clarity for any parts of this description that I do not understand.

_____   _____

Signature   *Date*

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Printed Name