



## Job Description

**Position:** **Volunteer Coordinator**

**FTE and Work Hours:** Varied 5-15 hours per week on average (Once established in the role, possibility of up to 20% of work may be done remotely).

**Pay Rate:** \$18.75 - \$21.00/hour

**Vision:** A community that works collaboratively to ensure that all children and families have access to early education, behavioral and mental health, and occupational and physical health services to improve their well-being.

**Mission:** Old Mill Center for Children and Families is a community-based, family-oriented center empowering children and families of diverse backgrounds to optimize their potential through specially designed education and therapy programs.

**Position Summary:** The Volunteer Coordinator is responsible for recruiting, supporting and celebrating volunteers, maintaining volunteer data and assisting program staff in managing volunteers and interns.

This position works closely with the Executive Director, Program Managers, the Development Manager and the Human Resources Specialist.

**Qualifications:** Experience managing volunteers in a non-profit environment. Excellent written and verbal communication skills required. Ability to lead a diverse group of people for projects. Ability to make sound decisions, function as a team member, maintain a sense of humor, and relate well to others is also essential for this position.

**Responsible to Whom:** Development Manager

### **Responsibilities:**

1. Manage volunteer activities directly and assist other staff with volunteer management.

2. Work with program staff who are managing interns in their specific programs.
3. Work with program, development and admin staff to identify and fill volunteer needs.
4. Manage volunteer enquiries and volunteer recruitment.
5. Conduct orientation of new volunteers.
6. Plan and manage volunteer appreciation and recognition activities.
7. Ensure that volunteer data is captured accurately and in a timely manner.
8. Contribute to a positive team environment by fostering an atmosphere of respect, cooperation, and professionalism.
9. Other related services as assigned.

**General Performance Requirements:**

- Demonstrated ability to communicate with credibility and confidence, in both written and verbal form.
- Demonstrated ability to interact effectively and collaboratively with diverse individuals or groups using creative problem-solving skills.
- Demonstrated project management skills.
- Ability to establish and maintain effective working relationships with agency personnel, volunteers and the public; work collaboratively as a team member.
- Work will be required for Special Events that occur occasionally on evenings and weekends.
- Respect confidential information and the privacy of staff, volunteers and clients.
- Ability to lift up to 30 pounds and maintain safety guidelines for this position.