

Campus Volunteer Coordinator

HomeFront, a 27-year-old nonprofit social services agency in Mercer County is seeking a team-player with passion, dedication, and a deep desire to help families become self-sufficient through the special care and coordination of volunteers at the HomeFront Family Campus.

Working in conjunction with the Campus Team, the Campus Volunteer Coordinator is responsible for the administration of the Campus volunteer program including recruitment, screening, placement, tracking recognition, retention and stewardship. This person will report to the Support Services Liaison.

This position plays a significant role in training staff to work with volunteers, establishing and maintaining relationships with community groups and corporate partners and in fulfilling the volunteer needs of the Campus fund and friend raising events.

The specific duties associated with this position include but are not limited to the

- Work with the staff to identify volunteer opportunities and responsibilities
- Process volunteer applications
- Coordinate screening of volunteers
- Assist in Organizing annual Volunteer Appreciation event
- Assist with other development special events (Poker Tournament/Casino Night; 5K Run/1 Mile Walk and Family Fun Day; Women's Initiative annual fundraisers, and other special events as they occur)
- Maintain accurate records of volunteers including hours and assignments
- Attend staff meeting to promote volunteers and understand program needs
- Represent organization at volunteer fairs and at companies/groups as necessary; oversee tabling opportunities, manning tables
- Prepare and share stories of volunteer experience for organization marketing purposes

Competencies:

- Ability to clearly communicate the mission and needs of the organization
- Comfortable public speaker
- Ability to motivate and appreciate both volunteers and staff
- Flexibility in scheduling -- evening and weekend hours are common.
- Strong interpersonal skills
- Problem-solving, multi-tasking, and decision making capabilities
- Ability to establish priorities, plan, meet deadlines and manage time effectively
- Valid driver's license and reliable transportation to travel between the organization's sites and other local destinations
- Strong Microsoft Office skills and familiarity with Facebook, Twitter and other social media

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and possess the attributes indicated under competencies. The requirements listed above are representative of the knowledge, skill and/or ability required.

Physical Demands and Work Environment

- Ability to lift up to 30 lbs
- Ability to kneel, stoop, bend, stand and sit for long periods of time
- Close vision, distance vision, depth perception and ability to adjust focus
- Exposed to weather conditions prevalent at the time