Volunteer Coordinator - 1880 **Full-time**
Reports to Director of Community Engagement **Hourly**

Working in conjunction with Program Managers and the Development Team, the Development Associate is responsible for the planning and management of the organization's volunteer program including recruitment, screening, placement, tracking recognition, retention and stewardship. This role will organize and ensure that HomeFront drives are successful in terms of serving the needs of our clients as well as being a vehicle for community outreach and engagement. There are a minimum of three regularly scheduled drives per year and quite frequently, we organize a food drive, based on the immediate need. This person will report to the Director of Community Engagement.

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 agency's fund and friend raising events while serving as a project manager for drives through planning, outreach, logistics and follow-up as required for each.

Essential Job Functions:

- Work with the staff to identify volunteer opportunities and responsibilities
- Coordinates major drives
- Prepare and publicize volunteer opportunities on HomeFront's website, on social media and in the community
- Process volunteer applications
- Coordinate screening of volunteers
- Plan and implement strategies to recruit, retain and recognize volunteers
- Assist in Organizing annual Volunteer Appreciation event
- Assist with other Development special events; 5K Run/1 Mile Run, Women's Initiative annual fundraisers, and other special events as they occur
- Maintain accurate records of volunteers including hours and assignments
- Maintain a close working relationship and communication with HomeFront Family Campus volunteer coordinator
- Create sign up forms and inputting client data
- Organizing the drive space and logistics
- Promote and publicize drives
- Donor acknowledgement
- Attend weekly development team meetings
- Represent organization at volunteer fairs and at companies/groups as necessary; oversee tabling opportunities, recruiting and instructing staff to man the 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
- Project management skills
- Donor relationships
- 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

Requirements:

- Associates degree and 2 years of related experience and or training.
- Valid Driver's license

Physical Requirements

- Must be able to lift up to 25 lbs
- Must be able to walk, stand and sit for long periods of time
- Must be able to walk up and down several flights of steps
- Job operates in a residential facility which routinely uses standard office equipment
- Exposure to the outdoors and inclement weather is possible

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Duties, responsibilities and activities may be added or changed as needed.

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