



Volunteer Coordinator

Location:

Lawrenceville, NJ

Position Type/Classification:

Full-Time/Exempt

Reporting to:

Community Engagement Manager

Compensation:

\$48,000-\$50,000/annually

Organization Overview

Since its inception 30 years ago, HomeFront has worked to break the cycle of poverty and end homelessness in Central New Jersey, serving tens of thousands of Mercer County, New Jersey families. In the past year alone, 16,805 unique individuals came to for shelter, food and life-changing assistance. Started by volunteers providing meals for families living in welfare motels in and around Trenton, HomeFront has since developed a holistic array of services for clients who are experiencing homeless, facing complex barriers to economic opportunity, or working hard to make ends meet.

Our work is best captured by our mission statement:

HomeFront's mission is to end homelessness in Central New Jersey by harnessing the caring, resources and expertise of the community. We lessen the immediate pain of homelessness and help families become self-sufficient. We work to give our clients the skills and opportunities to ensure adequate incomes, and we work to increase the availability of adequate, affordable housing. We help homeless families advocate for themselves individually and collectively.

Job Summary/Objective:

HomeFront is currently seeking a dynamic team-player to serve as their Volunteer Coordinator. The Volunteer Coordinator will oversee HomeFront's robust individual and group volunteer program. Last year, over 3,600 volunteers donated over 35,000 hours helping in almost all of our 35 programs.

The Volunteer Coordinator will be responsible for recruiting, training, and managing volunteers who are committed to making a difference in our community. She/he/they will work closely with Program Staff to ensure that volunteer needs are being met and that volunteers have a meaningful and rewarding experience with HomeFront.

The Volunteer Coordinator reports to the Community Engagement Manager. The ideal candidate is passionate about serving families impacted by poverty and homelessness, energetic, comfortable communicating professionally, and has experience working in customer service.

Essential Job Functions/Responsibilities:

Responsibilities:

- Develop and implement a comprehensive volunteer recruitment strategy to attract a diverse pool of volunteers.
- Conduct interviews and screenings to match volunteers with suitable roles within the organization.
- Organize and conduct volunteer orientation and training sessions to familiarize volunteers with their roles and responsibilities.
- Coordinate volunteer schedules and assignments to ensure adequate coverage for various programs and events.
- Collaborate with Program Managers to identify volunteer needs and create volunteer job descriptions.
- Maintain accurate volunteer records, including contact information, hours worked, and contributions made.
- Regularly communicate with volunteers to provide updates, express appreciation, and address any concerns or issues.
- Establish and maintain positive relationships with community organizations, schools, and other entities to expand volunteer recruitment efforts.
- Develop and implement recognition and appreciation activities to acknowledge volunteers' contributions and foster a sense of belonging.
- Continuously evaluate and improve the volunteer program through feedback collection, data analysis, and trend identification.

Required Competencies:

- Ability to build enduring relationships between community and HomeFront
- Excellent communication skills demonstrating professionalism and respectfulness both orally and in writing under all circumstances
- Strong organizational skills
- Ability to work independently
- Excellent interpersonal skills
- High degree of self-initiative
- Strong time management skills
- Commitment to team success
- Internet savvy—ability to gather research/information online.
- Basic database management and proficiency in Microsoft Word, Excel, PowerPoint, Outlook.
- Experience in organizing and facilitating training sessions or workshops.
- Understanding of the nonprofit sector and the importance of volunteers in achieving organizational goals.
- Must be available to work in the evening or on weekends as needed.

Minimum Requirements:

- Associates degree or comparable experience working with a nonprofit
- Valid Driver's license

Travel:

Minimal travel to meetings may be required

Physical Demands:

- This job operates in an office setting using standard office equipment such as computers, phones, calculators, copiers, fax machines, and file cabinets
- Ability to sit, stand, walk, climb steps, bend, and lift files

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 at any time.

Disclaimer:

This position description neither constitutes a contract of employment nor is designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice. Company may exercise its employment-at-will rights at any time.

HomeFront, Inc. is an equal opportunity employer. We welcome employees and prospective employees without regard to race, religion, national origin, gender, age, disability, marital status, gender identity or expression, sexual orientation or veteran status.