

Position title: Volunteer Coordinator

Reports to: Board President

Compensation: None

Summary: Oversees and manages non-board volunteers for events and as-needed day-to-day operations

Essential duties and responsibilities

- Coordinate volunteers for annual FriendRaiser Gala, golf outing and any additional fundraising events or day-to-day operations as determined by the board
 - Recruit new volunteers
 - Determine staffing requirements and assignments
 - Create and enforce work schedule
 - Develop and execute training for new volunteers/reinforce training of veteran volunteers
 - Monitor attendance and work performance of volunteers
- Money management
 - Adhere to monthly budget
 - Accurately account for all volunteer expenditures
- Perform general office duties
 - Maintain proper reporting and records for volunteers (i.e. expense reports, attendance, reimbursement requests, outside agency requirements)
- Attendance
 - Attend all events where volunteers are assigned
 - Attend board meetings as requested by the board president
- Keep board president informed of operations, issues, emergencies and concerns via regular updates
- Practice and enforce organizational policies/decorum
- Perform any other duties assigned by board president

Competencies

Not-for-profit acumen: Knows how non-profit organizations work. Knowledgeable in current and possible future policies, practices, trends and information affecting his/her organization. Knows the non-profit sector and is aware of how strategies and tactics work in the space.

Communication: The ability to inform, orally and in writing, with clarity and positive effect. To understand clearly and quickly when instructions are received. Judgement about what information is important and what is not and what should be communicated--how, to whom and when.

Directing others: Is good at establishing clear directions. Sets stretching objectives. Distributes the workload appropriately and lays work out in a well-planned and organized manner. Maintains two-way dialogue with others on work and results. Brings out the best in people and is a clear communicator.

Ethics and values: Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times and acts in line with those values.

Qualifications

Education and/or experience:

College graduate or equivalent experience; more than one year of experience preferred

Computer skills:

Proficiency in Google Docs, Microsoft Office, and Excel. Strong general computer skills and typing.

Physical demands:

Light lifting may be required