



Job Title: Volunteer Coordinator

Position Type: Full-Time/ Mon-Thursday 9AM-6PM

Reports to: Director of Operations

Position directly supervises: Interns/volunteers and Inventory Assistant

**Job Summary:**

The Volunteer Coordinator plays a pivotal role in supporting our organization's mission by recruiting, training, and coordinating volunteers. The volunteer Coordinator will work closely with various teams within the organization to ensure that volunteer needs are met and that volunteers are engaged and motivated. The Volunteer Coordinator will also be responsible for maintaining volunteer records and providing ongoing support and recognition to volunteers.

**Key Responsibilities:**

Outreach and Networking:

- Execute outreach and networking activities as per the Action Plan to recruit and educate potential volunteers, advocates, and general supporters.
- Represent the organization at relevant meetings, seminars, forums, events speaking, and consultations to raise awareness and build relationships.

Volunteer Support:

- Assist in volunteer recruitment, onboarding, training, and volunteer team coordination.
- Work with the Development Team to effectively steward volunteers who are also donors and identify organizations and businesses.
- Recruit and assign volunteers for program support.
- Process all applications, paperwork, and background checks on accepted volunteers.
- Maintain database of contact information for volunteers (Helping Habit)
- Track volunteer hours for organization and program areas as requested.
- Conduct volunteer orientation sessions and provide ongoing training.

Event Coordination:

- Support the planning, coordination, and execution of organization events aimed at volunteering and general outreach.
- Act as an emcee, facilitator, and key participant in events designed to raise funds, such as Careholder etc.
- Develop/ assist in creating and program events and yearly volunteer appreciation party.
- Support existing and future partnership groups (such as citizenship partnership, family partners, conversation partner..)

- Team Building Activities for staff that can potentially support the organization through donations and volunteers.

**Donation Management:**

- Act as primary contact for anyone interested in contributing in-kind (CIK).
- Help organize, store, and distribute donations. Act as primary contact for anyone interested in donations of goods.
- Stay informed about best practices in donation management and make recommendations for improvement.

**Communication and Reporting:**

- Maintain ongoing communication with the Executive Director and Development Team, providing regular updates on community engagement efforts.

Other tasks and projects as assigned.

**Qualifications:**

Minimum of 2 years of experience in volunteer Coordination or a related role.

Excellent communication and interpersonal skills.

Proficient in Microsoft Office Suite.

Strong organizational and multitasking abilities.

Attention to detail and problem-solving skills.

**Education:**

Bachelor's Degree administration/management, social work, and resource management related fields is preferred. or related work experience in areas such as nonprofit.

**Work Environment:**

Standard office environment, combined with community-based activities.

**Compensation:** \$55,000-\$60,000 yearly depending on experience.

**Benefits:** Health Insurance premium reimbursement, Dental, 401K, Wellness program, Paid time off, sick days and holidays.

**Opportunities for Growth:**

This position offers the opportunity for professional growth and development, with potential advancement within the organization.



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How to Apply:

Please submit your resume and a cover letter outlining your qualifications and interest in the position to [simret@projectworthmore.org](mailto:simret@projectworthmore.org). Applications will be reviewed on a rolling basis until the position is filled.