



Job Description Volunteer Coordinator (Part-Time)

Position Summary:

Part-time Volunteer Coordinator oversees all volunteer needs of the organization, including but not limited to recruitment, training and organization of volunteers.

Reporting and Supervisory Relationships

Reports to: Development Coordinator
Supervises: Volunteers (except DART, Marian's Attic and Laurel's Loft volunteers)
Benefits: As outlined in the Laurel House Personnel Manual for Part Time staff
Status: Part-time, hourly, non-exempt

Hours: This position is part-time, based on an average of 15-20 hours per week. The times of day and hours will vary.

Responsibilities:

1. Develop and maintain a volunteer database.
2. Respond to all volunteer inquiries for the agency.
3. Recruit, screen, and interview volunteer candidates.
4. Develop and/or implement, and arrange training and placement for all volunteers.
5. Act as liaison between volunteer and program manager/coordinator.
6. Recruit, organize and manage volunteers needed for agency special events (i.e. Gala, 5K).
7. Provide follow up and support for all volunteers needed for agency special events (i.e. Gala, 5K).
8. Provide follow up and support for all volunteers (volunteer meetings, newsletter, etc.).
9. Ensure that the agency is represented at community events such as health fairs, informational "tabling" events, holiday fairs, and so on. This includes, but is not limited to tracking tabling requests, "staffing" requests, and ensuring that the Community Ed supply closet is stocked with appropriate supplies for events.
10. Responsible for Alternative Gift Market (AGM) program, including but not limited to serving as the point person for AGM requests, "staffing" the table, and ensuring there are adequate supplies.
11. Work with staff to identify/develop volunteer needs/projects.
12. Track and report volunteer hours.
13. Other duties as assigned.

Required Skills and Experience:

1. Bachelor's degree preferred
2. Experience with volunteers HIGHLY PREFERRED
3. PCADV required Domestic Violence Training preferred, not required (can be acquired upon hire)
4. Criminal Check/Child Abuse clearance will be required
5. Proficient in Microsoft Office
6. Ability to work independently and with minimal supervision, coupled with the ability to take direction and seek supervision when needed
7. Ability to communicate with, supervise and empower volunteers to be effective in their roles
8. Detail-oriented and strong organizational skills
9. Ability to work flexible hours and adapt to change as needed
10. Must be able to lift 25lbs.

Please submit resume and cover letter to Liz Lyons, Development Coordinator at llyons@laurel-house.org

Position will remain open until filled.

AA/EOE