

15. Act as liaison between volunteers and program manager/director, and conduct periodic one-on-one meetings with volunteers, as appropriate
16. Serve as the lead staff person for the Domestic Violence Awareness Month committee coordinator
17. Recruit, organize and manage volunteers, as needed for agency special events (i.e., Gala, 5K)
18. Keep new and existing volunteers informed about the organization and volunteer opportunities
19. Track and report volunteer hours
20. Ensure that volunteer information and highlights are shared with staff who produce social media and newsletters
21. Other duties as assigned

Qualifications

- Community volunteer experience working with a diverse population strongly preferred
- Ability to work independently and with minimal supervision coupled with the ability to take direction and seek supervision when needed
- Ability to quickly establish rapport with individuals
- Ability to communicate with, supervise and empower volunteers to be effective in their roles
- Strong interpersonal and verbal communication skills
- Proficient in Microsoft Office Suite
- Ability to be flexible and work flexible hours and adapt to change as needed
- Organized and detail-oriented in all work
- Strong multitasking and time-management skills
- Associate or Bachelor's degree in related field preferred, or equivalent experience
- Highly motivated with a passion for the mission of Laurel House
- Ability to travel
- Valid Driver's License and auto insurance

If interested, please send a cover letter and resume to
Barbara Warliga at bwarliga@laurel-house.org