



Let's help.

VOLUNTEER COORDINATOR POSITION DESCRIPTION

Position:	Volunteer Coordinator (Unpaid)
Reports to:	Chairperson of the Program Development Committee
Purpose:	To coordinate the services delivered by and provide support to volunteers.

POSITION DUTIES

Perform Volunteer Recruitment, Orientation, and Training Activities

- Recruit, screen, interview, and check references of all volunteers.
- Assess suitability of potential volunteers for placement.
- Implement and evaluate volunteer training program (including orientation, annual, and periodic training sessions).

Manage Volunteers

- Conduct regular group meetings with volunteers.
- Meet with volunteers individually and provide feedback regarding performance as needed.
- Collect information regarding volunteer satisfaction.
- Assign and schedule volunteers per need of the agency.

Conduct Volunteer Appreciation Efforts

- Plan volunteer appreciation events.
- Conduct volunteer appreciation events and activities.
- Collaborate with The Undies Project's Board of Directors to determine and secure a budget for volunteer appreciation efforts.
- Develop new, innovative ways to show appreciation to volunteers.

Perform Additional Tasks

- Represent The Undies Project at volunteer coordinator events.
- Attend volunteer coordinator networking meetings.
- Perform other duties as needed.

Qualifications:

Bachelor's degree or equivalent education and/or experience in volunteer coordination or a management position.
 Proof of vaccination.
 Strong computer skills, e.g., Microsoft Office.
 Excellent written and verbal communication skills.