JOB DESCRIPTION

| **TITLE** | VOLUNTEER COORDINATOR |
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| **Reports To:** | [INSERT NAME, TITLE] |

**Job Purpose**

The Volunteer Coordinator's primary responsibilities include recruiting and training new volunteers, maintaining a database of volunteer information and skills, matching volunteers to opportunities that match their skills, scheduling, keeping volunteers informed and engaged, and communicating the organization's mission to the public.

This role is vital to [Organization Name]’s success. The Volunteer Coordinator makes sure that enough volunteers are scheduled and assigned to required tasks to allow the organization to meet targets and perform excellently.

The Volunteer Coordinator must be meticulous in keeping records and enthusiastic about volunteer work and working with our volunteers. They should uphold the organization's values while ensuring the comfort of the volunteers.

**Duties and Responsibilities**

Overall Responsibilities:

* Recruit, train, and supervise volunteers
* Collect information about volunteer availability, skills, and interests, and maintaining an up-to-date database
* Utilize marketing tools such as outreach programs, e-mail campaigns, and volunteer databases
* Educate prospective and current volunteers about the organization and volunteer opportunities
* Assign volunteers to opportunities that are a good fit for their skill sets and ensure they understand their responsibilities and receive appropriate training
* Stay on top of scheduling to ensure the required positions are filled and volunteer absences are filled in a timely manner
* Maintain volunteer schedules and records
* Organize training sessions and conduct on-the-job training
* Develop codes of conduct and operating procedures to ensure that the organization's values are adhered to
* Assure that the organization's mission is communicated to the public

**Qualifications**

* A university or college degree is considered an asset
* X years of volunteering and recruitment experience
* X years of previous experience with scheduling
* Working knowledge of databases and Microsoft Office suite
* Excellent interpersonal, time-management, and communication skills
* Outstanding organizational and team-building abilities

**Working Conditions**

* Working on evenings and/or weekends may be required
* Overtime may be required
* Some travel may be required
* Extended periods of sitting or standing may be required
* Adherence to COVID protocols, as applicable