



Job Description for: Volunteer Coordinator

JOB TITLE: EMPLOYMENT STATUS: FLSA STATUS: DATE: APPROVED BY:	Volunteer Coordinator Part Time Non-Exempt January 2020 Sonya Thesing, Executive Director
SUMMARY:	Provides direction, coordination, and consultation for all volunteer functions at Huckleberry House.
REPORTS TO:	Development Manager
DEPARTMENT:	Administration
SUPERVISES:	N/A
CRITICAL SUCCESS FACTORS (COMPETENCIES) (What knowledge, skills and abilities are needed for success in this position?)	<ul style="list-style-type: none">• Ability to manage several projects at the same time• Professional communication skills, including verbal and oral• Enthusiasm for the agency and its mission• Organized• Positive approach to people within and external to the agency• An understanding of the volunteer program as a development function• Flexible schedule to work weekends and evenings when volunteers are serving
MAJOR RESPONSIBILITIES / ACTIVITIES	<ol style="list-style-type: none">1. Develop, promote, and maintain a wide range of volunteer opportunities within the organization. Survey staff regularly to assess needs for volunteer assistance.2. Maintain schedule of opportunities.3. Work proactively with staff to provide accurate information and assistance to volunteers. Ensure volunteers are supported by program staff during their activity.4. Develop and manage volunteer policies, procedures, and standards of volunteer service.5. Maintain accurate records and provide timely statistical and activity reports on volunteer participation. Use the donor software program to enter volunteer time.6. Develop and maintain relationships with other volunteer organizations within the area.7. Conduct tours as needed or requested.8. Publicize opportunities for volunteers. Identify community outreach opportunities such as fairs, festivals, local markets and organizations.9. Serve as a member of the development team, supporting the development manager with in-kind donations, data entry and special events.10. Complete other duties as assigned.



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EDUCATION, CREDENTIALS AND QUALIFICATIONS	<ol style="list-style-type: none">1. High School Diploma2. Holds and maintains a valid driver's license with a good driving record.
REQUIRED TRAININGS	Completes required trainings, including but not limited to: <ul style="list-style-type: none">• Cultural competency• Other training programs as directed by the Team Leader.
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:	Office environment and other various locations in the community. May require ability to sit, move about, climb stairs and operate telephone and personal computer for extended periods of time. May work a nonstandard work week. Must furnish a reliable personal means of transportation in order to accomplish work objectives.
ADA:	The above statements cover what are generally believed to be principal and essential functions of this job. Specific circumstances may allow or require some people assigned to the job to perform a somewhat different combination of duties.