

Position Title: Volunteer Coordinator

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Manage the recruitment of volunteers to support the operations of the Upper NY Mission Central HUB and associated program
2. Work with social, civic, and local organizations to develop partnerships, where appropriate, to develop and/or utilize volunteers
3. Develop and implement training programs for all volunteers
4. Maintain updated records on all volunteers
5. Set up and attend volunteer meetings. Reports to staff on volunteer activities as needed.
6. Recommend and develop ongoing volunteer utilization
7. Develop and implement a volunteer recognition program
8. Recruit sponsors, participants, and/or volunteers for fundraising events
9. Create or update donor databases
10. Identify and build relationships with potential volunteers and donors
11. Attend community events, meetings, or conferences to promote organizational goals or solicit donations/ sponsorships
12. Participate in the development or implementation of fundraising activities, such as annual giving campaigns or direct mail programs

Competencies

1. Communication Proficiency
2. Collaboration Skills
3. Leadership
4. Organizational Skills
5. Presentation Skills
6. Teamwork Orientation
7. Technical Capacity
8. Time Management

Supervisory Responsibility

This position has no direct staff supervisory responsibilities, but does supervise the entire volunteer force.

Work Environment

This job operates in a professional office environment, off site venues, and outside event areas in various weather conditions. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move objects up to 20 pounds and occasionally lift and/or move objects up to 25 pounds.

Position Type and Expected Hours of Work

This is a part-time volunteer position approximately 15-20 hours per week. Days and hours of work are flexible based on projects assigned. Evening and weekend work frequently may be required as job duties demand.

Travel

Travel is not expected however may be optional as training opportunities arise.

Preferred Education and Experience

1. Prior experience as a volunteer coordinator for public or nonprofit employer
2. Prior experience creating and implementing volunteer programs and training