



The Haven Home Volunteer Coordinator

Position Summary: Assists in recruiting, training and managing community volunteers.

Duties and Responsibilities:

Manage and Oversee the Volunteer Program

- Follow the Volunteer Handbook policies and procedures
- Develop recruiting strategies to effectively attract volunteers
- Assess need for volunteers to enhance program/service delivery with other staff members
- Develop and administer forms and records to document volunteer activities
- Ensure volunteers receive appropriate level of training and supervision if needed
- Plan and implement formal and informal volunteer recognition activities to highlight contribution of individual and group volunteers
- Add/maintain volunteers to data base; implement interactive forms
- Other responsibilities as assigned

Qualifications

- Ability to interface professionally with all levels of staff, Board of Directors, donors, skill-based and general volunteers and the public
- Ability to work effectively and independently in a fast-paced, complex and changing environment
- Excellent interpersonal and communication skills with all levels of education
- Solid written communication skills
- High level of passion and enthusiasm, teamwork-focused with strong customer service (staff, volunteers and clients) orientation
- Proficiency in Microsoft Office software and systems including Word, Excel, and PowerPoint, Little Green Light
- Understanding of and commitment to the organization.

Organizational Relationships:

- Supervised by Program Manager

Hours: Part-time: 20-25 hours per week, non-exempt. Hours are flexible based on volunteer schedule. Evenings and weekends may be required.