THE DELORES PROJECT POSITION ANNOUNCEMENT

Volunteer Coordinator

Department: Development
Reports to: Director of Development
FSLA Status: Exempt

SUMMARY:

The Volunteer Coordinator is responsible for the recruitment, training, scheduling, and coordination of workgroups/sponsors and individual volunteers in support of The Delores Project’s mission, programs, services and needs. This position reaches out to volunteers or seek new volunteers using various marketing tools, including social media, e-mail letters and outreach events.

PRIMARY RESPONSIBILITIES:

● Design volunteer descriptions, program materials and administer strategies to attract, recruit, train, engage and retain individual and group volunteers
● Act as liaison to other organizations who are sending volunteers
● Coordinate volunteer schedule in accordance with monthly needs
● Maintain volunteer database (and in-kind database) and keep records of volunteer activities, including numbers of teams, volunteers, number of hours worked, contact information, etc.
● Develop and implement formal and informal volunteer appreciation program
● Monitor volunteer satisfaction and manage volunteer expectations
● Contribute to Newsletter for volunteer related articles
● Create monthly volunteer reports and provide volunteer information for annual reports
● Revise volunteer forms and materials as necessary
● Supervise volunteer activities and events
● Work with program staff to determine most current in-kind donation needs are met
● Coordinate shelter meal program schedule to ensure meal needs are met
● Develop and maintain food service policies and meal program guidelines
● Responsible for tracking, compliance and reporting all TEFAP (The Food Emergency Assistance Program) and in-kind food donations
● Work with Director of Development in volunteer/donor/community engagement activities such as Lunch & Learn sessions
● Other duties as assigned by the Director of Development

SKILLS AND QUALIFICATIONS:

A willingness to engage in continuous learning about anti-oppression and social justice issues.
Work or lived experience with communities of color, indigenous peoples, LGBTQ and people experiencing homelessness is particularly valued
Minimum of one year experience volunteering, managing volunteers, building community relationships or a Bachelor’s degree.
Nonprofit or related experience and a willingness to learn
Ability to perform accurate data entry and produce high quality professional work
Comfortable speaking before a diverse array of groups
Strong verbal communication, written communication and interpersonal skills
Effective planning and organization skills
Demonstrated experience with database management
Proficiency in Microsoft Office programs
Some evening and weekend work is required
Ability to multi-task and prioritize in dynamic work environment
Knowledge or experience with the organization, its mission, and the cause/issue it is addressing

POSITIONS SUPERVISED: Volunteers

WORKING CONDITIONS:
Work is performed primarily in an office setting and requires sitting for extended periods. However, this position works with and supports a residential environment to include walking, standing, lifting up to 40 pounds, carrying, pushing, pulling, bending, reaching, climbing, balancing, stooping, and kneeling. Work also includes manual dexterity for typing/operating a computer, holding, grasping, and turning objects. Work also requires the ability to speak and use normal or aided vision or hearing. Other hazards may involve exposure to occasional loud noise, exposure to illness or unsanitary hygiene, and exposure to common household chemicals.

HOW TO APPLY
Please submit your cover letter and resume to Robin Wood-Mason, Director of Development, at rwood-mason@thedeloresproject.org. Applications accepted on a rolling basis until the position is filled, with preference given to applications received by May 22, 2020.