SHELTER, INC.

Job Description

Volunteer Coordinator

ESSENTIAL FUNCTION

The Volunteer Coordinator is responsible for all aspects of volunteer recruitment, training and retention of agency volunteers. This includes coordination of regular events and specific activities.

SPECIFIC DUTIES

1. Recruit volunteers from the community (i.e. churches, schools, corporations, businesses, organizations, Volunteer Center) through interviews, personal appearances, presentations, and media outreach.
2. Plan, implement, coordinate, and evaluate a comprehensive volunteer program to meet present and future needs of agency.
3. Train volunteers (i.e. orientation and volunteer training sessions, workshops, etc.)
4. Maintain volunteers (i.e. planning and coordinating of annual recognition event, nominating volunteers for annual awards, keeping a close channel of communication with volunteers, etc.)
5. Develop pertinent materials (i.e. volunteer job descriptions, application forms, handbook, evaluation forms, etc.)
6. Work closely with the Development staff to identify and coordinate volunteers required for all fund-raising activities of the agency (i.e.: special events, etc.), as well as general clerical needs.
7. Develop and maintain all volunteering components of annual events such as the 5K Run, Golf Outing and Charity Ball (i.e. working with volunteers, staff and committees.)
8. Maintain a comprehensive file system to include a record of up-to-date volunteer information.
9. Attend periodic seminars and conferences relating to volunteerism.
10. Write small grant proposals to women’s groups and other service-oriented community groups.
11. Raise funds and awareness of Shelter through presentations to service-oriented community groups.
12. Responsible for the coordination and distribution of in-kind donations to programs, including the Spring/Winter clothing drives and Back-to-School Backpack drive.
14. Carry out all other duties as designated by the Director of Development.

ACCOUNTABILITY

The Volunteer Coordinator shall be supervised by and accountable to the Director of Development.
JOB QUALIFICATIONS

1. Bachelor's Degree with emphasis on human services, public relations and communications.
2. One to two years experience with human services and/or volunteer organizations.
3. Public speaking ability, as well as ability to work well with a variety of people.
4. Must have a valid Illinois driver’s license and must submit proof of Illinois auto insurance.
5. Must complete a Medical and T.B. test.
6. Must be fingerprinted by the State of Illinois and must complete a Background Check form.
7. Must submit official educational transcripts from the last school attended.
8. Ability to lift 30 lbs.

PHYSICAL DEMANDS AND WORKING CONDITIONS

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

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; and use hands to handle or operate objects. The employee is occasionally required to climb or balance, stoop, kneel, crouch, lift, and reach with hands or arms. The employee must occasionally lift and/or move up to 30 lbs. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in the assigned facility, and occasionally in vehicles, meeting rooms both in the facility and at other agency sites.

CLASSIFICATION STATUS

This is an exempt position.

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