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# JOB TITLE: Volunteer Coordinator

# ORGANIZATIONAL UNIT: Development

**REPORTS TO: Development Director**

**CLASSIFICATION: Full-time Non-Exempt**

**Job Summary:**  Recruits, onboards, trains, and maintains records on volunteers for a nonprofit with hundreds of volunteers. Conducts outreach in the community to recruit new volunteers. Assists with special events several times per year.

**DUTIES AND RESPONSIBILITIES**

* Recruits, orients and retains volunteers for all programs and events
* Creates volunteer opportunities for small groups and individuals according to program or department
* Maintains up to date records of volunteers
* Keeps volunteers updated yearly with Civil rights training document and volunteer handbook information
* Provides reports of volunteer hours
* Prepares yearly volunteer budget
* Assesses volunteer needs with each program director
* Manages volunteers for CSA´s fundraising events
* Coordinates annual volunteer recognition event for regular volunteers
* Extensive outreach and networking throughout the community to continually make new connections and build partnerships for CSA with churches, schools, community members, corporations and other organizations.
* Assists the program director with donation inquiries regarding food items

**Requirements:**

1. Degree such as Bachelor’s or such related degree or work experience. Ability to handle multiple projects, meet deadlines, manage priorities and workflow, while maintaining a positive, patient and calm demeanor, and establishing a positive team spirit with colleagues.
2. Must be sensitive to the needs of clients of a safety net organization.
3. Excellent interpersonal, listening, and negotiating skills. The ability to build and maintain professional relationships internally and externally with a diverse range of people and the ability to respond appropriately to sensitive and/or confidential information and requests.
4. Must possess outstanding verbal and written English communications skills in business and English grammar.
5. Ability to exercise good judgement, take initiative and make diligent, thoughtful, independent and timely decisions. Ability to work effectively in a cross functional team setting.
6. Computer literacy with proficiency in Word, Excel, PowerPoint and other programs.
7. Creative ideas for gifts, event planning and décor.
8. Must have favorable background investigation, such as criminal record and motor vehicle report.
9. Possess a valid California Driver’s License, automobile and automobile insurance

**Work environment and Physical Demands:**

1. Work is performed primarily in an office environment and the employee in this position is subject to inside environment conditions.
2. May be required to lift up to 40 lbs.
3. Required sitting 60% of time
4. Requires work on computer 60% of time
5. Travel by car for this position includes travel independently or as part of a small group 10% of a business week, during some periods. Also, travel by car may include attending meetings representing the agency.

**Note:** Duties and responsibilities shall include the principal functions of the job. The job description shall not be construed as an employment contract or as a complete listing of all miscellaneous, incidentals, or other duties which may be assigned during normal operations.

3/8/2022