

POSITION TITLE: Volunteer Coordinator

POSITION SUMMARY:

The Volunteer Coordinator is a volunteer position responsible for the oversight and integration of all volunteers into the organization. The Volunteer Coordinator works closely with the Executive Director and other staff members in the procurement and oversight of volunteers. This position requires a minimum of 10 hours per week commitment.

QUALIFICATIONS:

- Must embrace the mission and assent to the core values of Virginia Beach Justice Initiative (please go to <http://www.vbji.org/core-values.html> to read these before continuing).
- Strong interpersonal and writing skills.
- Possess the skills to work with and motivate volunteers.
- Have the desire to build external relationships.
- Be organized and exhibit “follow through” on tasks and goals.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
- Be a “self-starter” and goal driven
- A bachelor’s degree or training, experience and knowledge commensurate with the position.
- Below is a link to the volunteer contract that must be signed prior to working with VBJI.
http://www.vbji.org/uploads/1/1/7/3/11733435/vbji_volunteer_contract_7.23.14.pdf

JOB RESPONSIBILITIES:

1. Promptly respond to all queries from prospective volunteers
2. Develop volunteer job descriptions
3. Coordinate with Volunteer Hampton Roads and Network Peninsula to recruit volunteers
4. Interview prospective volunteers, and coordinate all aspects of application and background processes for volunteers.
5. Coordinate with other members of the organization for the purpose of identifying volunteer needs and actively recruit for special events, education tables, speaking engagements etc.
6. Design an annual volunteer recruitment strategy in conjunction with the Executive Director.
7. Oversee community interest meetings and make presentations as necessary regarding volunteer needs.
8. Regularly evaluate volunteer experience to see what improvements are needed
9. Track volunteer hours
10. Participate in meetings as required by the Executive Director
11. Design recruitment brochure in conjunction with marketing volunteers
12. Maintain volunteer database, records and statistics and provide reports as required.

13. Maintain effective communication with those who directly supervise volunteers to ensure that volunteers feel adequately supported and equipped
14. Ensure volunteers receive orientation and regular enrichment training as needed.
15. Create and implement tools and programs for assessment, recognition, retention and counseling of volunteers.
16. Develop and maintain a volunteer policy and handbook to be provided at orientation.
17. Perform other job duties as assigned