



## **VIRGINIA BEACH JUSTICE INITIATIVE**

### **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 recruitment, retention and oversight of volunteers. This position requires a commitment of 5-10 hours per week, with seasonal spikes around our April and November signature fundraising events.

### **QUALIFICATIONS:**

- Embrace the mission and core values of Virginia Beach Justice Initiative
- Be a “self-starter” and goal-driven
- Strong interpersonal and communications skills -both verbal and written
- Ability to work with and motivate volunteers
- 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
- Volunteer coordination or sales experience preferred

### **JOB RESPONSIBILITIES:**

1. Promptly respond to all queries from prospective volunteers
2. Use/manage the [volunteer.vbji@gmail.com](mailto:volunteer.vbji@gmail.com) email account for all VBJI-related correspondence
3. Coordinate with Volunteer Hampton Roads and Network Peninsula to recruit volunteers
4. Interview prospective volunteers, and coordinate all aspects of application and background checks for volunteers
5. Coordinate with other members of the organization for the purpose of identifying volunteer needs and actively recruit for special events, speaking engagements, etc.
6. Lead bi-monthly or quarterly volunteer orientation sessions to onboard new volunteers
7. Track volunteer hours
8. Maintain volunteer database, records and statistics and provide reports as required
9. Maintain effective communication with those who directly supervise volunteers to ensure that volunteers feel adequately supported and equipped
10. Ensure volunteers receive orientation and regular encouragement and training, as needed
11. Work with the Executive Director to create/update and implement tools and programs for assessment, recognition, retention and counseling of volunteers
12. Participate in meetings as requested by the Executive Director

### **REQUIREMENTS:**

- Complete the online background check
- Sign off on agreement with VBJI’s mission and core values
- Sign a non-disclosure agreement to protect the privacy of our clients, donors and staff