

Volunteer Coordinator

Position summary: The Volunteer Coordinator of Revitalizing Veterans' Dreams (ReVD) will play an integral part in cultivating and overseeing all aspects of volunteer engagement. The fundamental obligations are to serve as the primary contact for individuals and groups seeking volunteer opportunities and to manage the coordination of all volunteer efforts.

Overall Responsibilities:

- Organize, coordinate and manage the recruitment of volunteers for various committees, programs, events, activities, and services.
- Work with social, civic, schools, churches, and local organizations to develop partnerships, where appropriate, to develop and/or utilize volunteers.
- Promote the volunteer program to gain community support of the volunteer program and the organization, and create a culture where people want to bring their friends.
- Develop and implement an intake and/or interview protocol for potential volunteers to ensure the best match between the skills, qualification, and interests of the volunteers and the needs of the organization.
- Develops and implements training programs for all volunteers including an introduction to our mission, things we need help with, expectations, and roles
- Develop and implement a volunteer appreciation program.
- Coordinate and attend volunteer meetings. Report to Board and Executive Director/Found on volunteer activities as needed.

Develop and administer the volunteer activities:

- Coordinate and manage the monthly volunteer schedule and ensure volunteer activities run smoothly. Pre-planning a month in advance, if possible.
- Communicate dates, times, duties, attire, reminders for events, and any plan changes.
- Ensure that volunteer check-in procedures are followed. Send follow-up thank yous (texts, emails, social media posts, etc.)
- Designate a lead to ensure that volunteers receive the appropriate level of supervision.
- Maintain a volunteer tracking system with interests/skills and records service with dates/times, activities, and total hours.
- Establish and implement a process for evaluating the contributions and positive engagement of individual volunteers.

Length of Term: Open-ended.

Time Commitment: 10 to 15 hours per month.