



*Offering safety, providing stability and
equipping for self-sufficiency*

VOLUNTEER COORDINATOR

KEY INFORMATION

Reports To: Engagement Manager

Supervises: Volunteers

Key Relationships: VMP staff, Volunteers

Effective Date: June 2019

Hours: Full-time, 40 hours/week (Monday-Friday), including occasional events on weeknights and Saturdays

Job Classification: Hourly, Non-Exempt

Compensation: \$17 – \$20 per hour, DOE; 401(k) plan; medical, dental & vision benefits;
PTO: vacation, personal time and sick time.

SUMMARY

Volunteers are crucial to the operation of, and services provided by, Vine Maple Place (VMP). The Volunteer Coordinator provides direction, coordination and consultation for all volunteer functions within the operation, to strengthen programs through the recruitment and placement of a community of volunteer supporters.

The Volunteer Coordinator plays a critical role in connecting the community to the various volunteer roles that need to be filled. This includes volunteer recruitment, screening, monitoring and evaluation to fill positions and coordinate community drives to fill family needs. The focus of this position is to work with Program and Development staff to match the right volunteers with operational needs and ensure that the volunteers are fulfilling their intended roles.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinate all aspects of volunteerism, including identifying organizational needs (immediate, project-related, and long-term), recruiting, screening and building/maintaining relationships with volunteers.
- Oversee the coverage of the Business Office front desk, including greeting guests, answering phones, receiving in-kind donations and any other front desk activities that may arise.
- Respond to urgent needs with flexibility and initiative to fill the immediate volunteer needs.
- Schedule grounds maintenance groups and oversees them when on site.
- Oversee and coordinate community volunteer drives for program needs, working with Engagement Manager.
- Track and report volunteer hours.

- Communicate and engage community in volunteer activities.
- Work with Communications Manager to create volunteer communications. Responsible to send a regular volunteer e-zine to all volunteers, churches and businesses.
- Develop and administer volunteer orientation process.

REQUIRED KNOWLEDGE AND SKILL QUALIFICATIONS

- Have a personal relationship with Jesus Christ, be active in a Christian church and agree with the Vine Maple Place Statement of Faith.
- Possess a valid driver's license, safe driving record, and proof of insurance.
- Ability and/or proven evidence of the ability to:
 - Exhibit strong oral, written and interpersonal communications skills.
 - Ability to independently prioritize and organize workload and special projects to meet deadlines.
 - Exercise appropriate confidentiality when communicating with internal and external audiences.
 - Adapt to a changing environment with a positive attitude, and problem solve in a constructive and supportive manner.
- Experience guiding, directing, motivating and teaching people.
- Computer skills: Proficient in Word, Excel and internet navigation.
- Experience with volunteer databases and communication module preferred.
- Two years serving as a volunteer (preferably some with Vine Maple Place).

DESIRED CHARACTERISTICS

- Able to multi-task and deal with complexity on a frequent basis.
- Able to work under pressure and time constraints.
- Able to arrive for work on time and maintain a good attendance record.

The above is intended to describe the general content of and the requirements for satisfactory performance in this position. It is not to be construed as an exhaustive statement of the duties, responsibilities or requirements of this position. Other duties may be assigned.

Send all Inquiries, Resumes and Cover Letters to: Info@VineMaplePlace.org

Only qualified candidates will be contacted.