

## Job Description

<b>Job Title:</b>	Part Time Volunteer Coordinator	<b>FLSA Status:</b>	Non-Exempt
<b>Reports To:</b>	Board of Directors	<b>Department:</b>	n/a
<b>Prepared By:</b>	Steph Kratzer	<b>Prepared Date:</b>	3/1/16
<b>Approved By:</b>	Board of Directors	<b>Last Reviewed:</b>	

### Summary/Objective

This position is responsible for planning, organizing and directing the volunteer programs associated with the association's board of directors, and event committees.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Organizes, coordinates and manages the recruitment of volunteers for the board, various committees, and association programs.
2. Works with social, civic and local organizations to develop partnerships, where appropriate, to develop and/or utilize volunteers.
3. Develops and implements training programs for all volunteers.
4. Maintains updated records on all volunteers, and organizations supported by Pillows of Love.
5. Maintains a calendar for volunteer activities and updates the board on changes, as needed.
6. Sets up and attends volunteer meetings as needed. Reports to board on volunteer activities as needed.
7. Recommends and develops ongoing volunteer utilization.
8. Assist with acknowledging volunteers and donors.
9. Maintain inventory and purchase necessary products and materials on an as needed to basis and as approved by the Board of Directors. Perform an annual inventory check.
10. Maintain the cleanliness of the volunteer center.
11. Ensures timely production and delivery of pillowcases to organizations. Production includes use of transfer press.
12. Posts and shares appropriate photos and content for sharing on social media/Facebook in a timely fashion.
13. Participates and is present at fund raising events functions. Assists in informing volunteers about Pillows of Love events.

14. Retrieval of mail from Post Office, preparation of correspondence to donors, vendors, and volunteers, and other administrative tasks as assigned by the Board of Directors.

### **Competencies**

1. Communication Proficiency.
2. Collaboration Skills.
3. Leadership.
4. Organizational Skills.
5. Presentation Skills.
6. Teamwork Orientation.
7. Technical Capacity.
8. Time Management.

### **Supervisory Responsibility**

This position has no direct staff supervisory responsibilities, but does supervise the entire volunteer force.

### **Work Environment**

This job operates in a professional office environment, off site venues and outside event areas in various weather conditions. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move objects up to 10 pounds and occasionally lift and/or move objects up to 25 pounds.

### **Position Type and Expected Hours of Work**

This is a part-time position. Days and hours of work are flexible. Evening and weekend work occasionally may be required as job duties demand.

### **Travel**

Travel is primarily local during the business day.

### **Required Education and Experience**

1. High school diploma or GED.

2. Three years or more of successful work experience in this or a related field.

**Preferred Education and Experience**

1. Prior experience as volunteer coordinator for public or nonprofit employer.
2. Prior experience creating and implementing volunteer programs and training.
3. Sewing experience is helpful, but not required.

**Additional Eligibility Qualifications**

Valid driver's license and reliable source of transportation is required

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_