

MY ABUNDANT HOPES, INC.

VOLUNTEER/JOB TITLE: VOLUNTEER SERVICES COORDINATOR

COMMITMENT TIME: Long-term/Flexible (approximately 5-10 hours per month) w/ possibility of f/t employment if desired.

AREAS OF INVOLVEMENT: Works under the supervision of the Executive Director to coordinate and assist in the recruitment, screening, orientation, assignment, training, supervision and recognition of volunteers. This position requires some evening, weekend and possible on-call hours.

RESPONSIBILITIES:

- Responsible for coordinating the AHI volunteer programs and utilizing community resources for recruiting volunteers.
- Assists in the recruitment, interviewing and screening of prospective volunteers.
- Tracks monthly volunteer hours.
- Assists in scheduling and coordination of volunteer orientations and training.
- Designs volunteer monthly email correspondence and quarterly articles for newsletter.
- Coordinates volunteer recognitions programs and social functions.
- Maintains volunteer database and records.
- Responsible for generating program reports and other paperwork as required.

QUALIFICATIONS:

- Self-evident record of good public relations.
- Self-evident record of independent work, problem solving, and time management skills.
- Excellent interpersonal skills and the ability to build and maintain effective working relationships with volunteers and colleagues in many different environments with people from diverse backgrounds.
- Required to maintain strict confidentiality and professional/ethical standards.
- Must possess good listening skills and excellent communication skills (both verbal and written).
- Knowledge of Microsoft Office with strong word processing, database, and typing skills.