

JOB DESCRIPTION

POSITION TITLE: Volunteer Coordinator
DEPARTMENT: Catholic Charities
REPORTS TO: Office Director
FLSA: Non-Exempt
JOB CATEGORY: III-I

POSITION SUMMARY: Develops volunteer resources; plans and coordinates orientation, training and supervision; maintains and prepares required records and documentation; provides public relation efforts for volunteer recruitment.

ESSENTIAL FUNCTIONS:

1. Promotes and supports Catholic Social Teaching and parish social ministry models.
2. Plans and coordinates volunteer services consistent with agency philosophy and goals; ensures the delivery of volunteer services to clients and staff.
3. Works closely with Catholic parishes, Catholic schools and other ecumenical and community entities
4. Prepares and maintains records and required documentation as directed.
5. Provides orientation, training and supervision when appropriate.
6. Directs volunteer staff; plans, organizes and assigns work when appropriate.
7. Administers volunteer evaluations as directed.
8. Promotes and develops public awareness; develops effective public relations for volunteerism.

OTHER RESPONSIBILITIES:

1. Participates in Quality Improvement and supports agency compliance with relevant accreditation standards.
2. Participates in staff meetings, staff training and development activities.
3. Performs other duties as required.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. Four-year degree in a relevant field or an equivalent combination of education and experience.
2. Skills required to: work effectively with staff, volunteers, clients, and the public; be detail-oriented; communicate effectively orally and in writing; plan, organize and deliver presentations to large and small groups.

WORKING ENVIRONMENT: Responsibilities of the Volunteer Coordinator involve regular travel and work beyond the scheduled workweek (especially evenings and weekends).

Effective: 1/14/2016