



Volunteer Coordinator Job Description

A Volunteer Coordinator (VC) is a team member who is responsible for screening and onboarding volunteers and placing them in different roles based on skill sets and life experiences. This team member maintains accurate records and assists the Executive Director (ED) with managing training courses to ensure volunteers' needs are met. The VC reports to the ED, with the AMH Board as oversight.

Job brief:

We are looking for an enthusiastic, passionate Volunteer Coordinator to recruit and manage volunteers for Aunt Mary's House. This person is motivating and inspiring while using excellent organizational and communication skills to engage with volunteers from various backgrounds and experiences. The goal is to ensure that our organization is always supported with the best and most reliable individuals and that they are correctly utilized for the fulfillment of our mission.

Responsibilities:

Recruitment, Screening, & Onboarding

- Recruit volunteers through various techniques (databases, e-mail, social media, etc.)
- Screen volunteer candidates using the provided AMH application
- With the ED, interview volunteer candidates and decide whether or not to move forward
- With the ED, ensure volunteers complete necessary/recommended training
- With the ED, orient the volunteers, as needed, to prepare for serving at AMH

Scheduling and Coordination

- Stay apprised of AMH's schedule (sourced from ED)
- Match volunteers with serving opportunities accordingly
- Communicate with volunteers to ensure availability (e.g. send a digital "invite" to confirm w/ a follow-up reminder)
- Coordinate teams of volunteers for outings & special events

Communication and Support

- Communicate frequently with volunteers to ensure they are satisfied and well-placed
- Disseminate information for upcoming actions and events
- Understand the VC represents AMH and is committed to upholding the values and expectations of our organization
- Must abide by AMH confidentiality expectations at all times

Record Keeping and Administration

- Keep detailed, updated records of volunteers' contact information as well as their preferred volunteer duties at AMH
- Ensure volunteers utilize the provided form to track hours and tasks on a weekly basis (this information is often used for grant reporting purposes and may need immediate access)

Qualifications:

- Complete AMH Volunteer Application packet, background checks, & interview process
- Review & acknowledge understanding of AMH Policy & Procedure Manual
- Proven experience as a leader & team-player (not necessarily in a professional setting)
- Working knowledge of word processing applications (MS Word/Google Docs) and spreadsheets (MS Excel/Google Sheets)
- Able to communicate effectively with diverse people
- Excellent organizational skills
- Comfort-level with inviting people to join the AMH team

Please express your interest for this position to Aunt Mary's House Executive Director, Brenda White via email at executivedirector@auntmaryshouse.net