**VOLUNTEER COORDINATOR**

**Job Description**

**Summary:** The Volunteer Coordinator(s) will support the Development Director and Executive Director with establishing a training, placement and support system Bluffton Boys & Girls Club volunteers. Position fosters relationships with community volunteers, volunteer recruitment, volunteer retention and recognition.

**Reports to:** Development Director

**Coordinates with:** Program Director and Executive Director

**Duties and Responsibilities**

**Volunteer Recruitment, Screening, and Assignment**

* Spearhead volunteer recruitment efforts for programs and serve as the initial contact for all potential volunteers
* Maintain available position postings on BGC website and other relevant community volunteer recruitment sites
* Continually update the volunteer application packet and basic position availability
* Conduct background checks and reference checks on volunteers
* Work with staff and volunteers to identify service project and other volunteer staffing needs
* Provide representation at meetings with community groups as assigned.

**Orientation & Training**

* Plan and co-facilitate volunteer training sessions
* Maintain the ongoing development of training curriculum for BGC volunteers
* Compile training evaluations
* In collaboration with program coordinators, plan and staff ongoing training opportunities for volunteers

**Volunteer Recognition/Retention**

* Collaborate with Executive Director, Program Director, Development Director and the Board Volunteer Committee to schedule recognition events and order recognition gifts
* Work with the Development Director to plan how and when to recognize volunteers, and how to upgrade volunteers to donors and advocates for the BGC
* Provide support to BGC staff working with volunteers
* Provide support to BGC volunteers to ensure they are enjoying their experience and troubleshoot any issues that arise

**Planning, Evaluation, Monitoring and Retention**

* Use Volunteer Management database to track volunteer hours, interests, engagement, retention, conversion to donors, etc.
* Produce reports on volunteer engagement as needed
* In coordination with Executive Director, develop a budget for recruitment, retention, recognition, and training
* In consult with the Executive Director, Development Director and Program Director set yearly goals for volunteer staffing

**General Responsibilities**

* Maintain volunteer files and agency forms as required
* Adhere to agency policies and work rules, including confidentiality and code of ethics
* Meet regularly with the Executive Director and Development Director for supervision and consultation
* Participate in agency staff meetings and other team meetings as required by supervisor
* Attend trainings and continuing education activities as assigned
* Some grant management and writing as assigned
* Other duties as assigned

**Qualifications**

* Proven track record in project management.
* Experience supervising volunteers and demonstrated knowledge of volunteer management
* Experience providing training of direct service staff and volunteers
* Ability to work with diverse populations
* Ability to work independently and as a member of a team
* Ability to perform word processing, database, email, and other computer functions
* Effective oral and written communication skills
* Ability to effectively use supervision and consultation
* Ability to work effectively in a fast-paced and high-pressure work environment
* Excellent organizational skills and ability to manage multiple tasks

**Requirements**

* Complete BGC orientation
* Consent to a Criminal Background Check
* Valid driver’s license, proof of vehicle insurance & access to a car during work hours.
* Obtain or maintain account with a financial institution for direct deposit of pay checks