Deaf and Hard of Hearing Services

Job Description

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| **Job Title:** Volunteer Coordinator | **Program:** D&HHS |
| **Reports to:** Executive Director | **FT/PT:** PT |
| **Funded by:** Volunteer | **Prepared by:** Deb Atwood/Executive Director |
| **Date:** November 2024 |  |

**Position Overview:**

The Volunteer Coordinator will recruit volunteers, confirm all required application paperwork has been received and approved, enlist volunteer help for events, utilize volunteers in the office setting for projects and routine tasks, and be present when volunteers are being utilized.

The Volunteer Coordinator will communicate regularly with office staff to determine needs and projects that will require volunteer assistance and provide that assistance with approved volunteers.

The Volunteer Coordinator will correspond monthly with approved volunteers to keep them engaged in the agency and inform them of upcoming events that will require volunteer assistance.

**Principal Duties and Responsibilities (Essential Functions\*\*)**:

* Actively recruits volunteers.
* Confirms that all required application paperwork has been received and approved.
* Enlist volunteers for events.
* Utilize volunteers in the office setting for projects and routine tasks,
* Volunteer Coordinator is present when volunteers are being utilized.
* Communicated regularly with office staff to determine needs/projects.
* Provides monthly Board reports
* Corresponds with volunteers to keep them engaged in the agency.
* Informs volunteers of upcoming events that require volunteers.

**Supervision Received:**

* Position will report directly to Community & Partnerships Manager.
* Will also be supervised by staff who interact and utilize the help of volunteers.

**Qualifications & Skills:**

* Outstanding communication skills.
* Flexibility in performing tasks as they arise.
* Excellent organizational skills.
* Is trustworthy in working with the agency and follows confidentiality policies.
* Basic knowledge of American Sign Language
* Basic understanding and skills in Microsoft Office and other business systems
* One to four years of experience in volunteerism

**Demonstrates skills in:**

* Communication with staff and recruited volunteers,
* Organizational expertise.
* Dependability
* Understanding Deaf Culture.
* Professionalism
* Computers and technology
* Customer service
* Teamwork and individual work
* Written and Direct Communication
* Problem solving
* Leadership