

St. Vincent de Paul Society of Marin County
Job Description

Position: Volunteer Coordinator
Reports to: Development Director

Hours: Flexible but some weekend work mandatory; 20-30 hrs./week

Summary of Responsibilities:

Under the direct supervision of the Development Director, the Volunteer Coordinator recruits, trains and coordinates the activities of the organization's volunteers. Maintains volunteer database. Nurtures volunteers to improve their connection to the organization, including fundraising. Identifies work throughout the organization that can be accomplished by volunteers and promotes their services. Recognizes volunteer service on a regular basis, both formally and informally. Identifies leaders among the volunteers and recruits them for additional responsibilities.

Major Duties:

1. Recruits volunteers for the organization including the Free Dining Room and the administrative and development departments by making presentations and publicizing the need for volunteers through the media, faith-based groups, schools, businesses, clubs, volunteer programs and related organizations. Screens and assesses potential volunteers, placing them in appropriate assignments. Develops a cadre of predictable, long-term volunteers with commitments to balance out the turn-over of short-term community service volunteers.
2. Orients and trains all volunteers. Presents volunteer guidelines, relevant policies and procedures, and provides the background history and information on the organization to volunteers. Schedules groups of volunteers from businesses. Ensures all volunteer slots are filled. Insure skill training is provided, especially safe food handling.
3. Volunteer Coordinator will work under the Development Director to identify prospective donors, make proper introductions, and create a yearly calendar of volunteer-focused appeals, including an e-newsletter.
4. In coordination with the other management staff, supervises all volunteers. Oversees volunteers' work performance, observance of guidelines, and interactions with staff, clients, and other volunteers. Implements and monitors corrective action processes for and or termination of volunteers when necessary with other management staff.
5. Plans and provides appropriate recognition for volunteers, including events.
6. Creates, implements, and evaluates volunteer guidelines, policies and procedures.
7. Oversees the evaluation and completion of necessary paperwork for court-ordered and student community service volunteers.
8. Oversees communications and information flows to volunteers.
9. Develops new volunteer positions in coordination with the other management staff.
10. In conjunction with the Development Director, updates and maintains a volunteer database and other files. Prepares, completes and maintains statistics, records, reports, and relevant documentation.
11. Evaluates the program by monitoring feedback and responding appropriately.

12. Prepares, completes and maintains statistics, records, reports and relevant documentation as directed.
13. Manages the volunteer program expenses in accordance with the annual budget.
14. Facilitates and helps ensure a safe and secure environment for clients, staff and volunteers (with respect to security, health, and safety hazards). Observes safety procedures and precautions. Aware of and assists in the identification of workplace and job hazards. Oversees volunteer observance of safety procedures and precautions.
15. Ensures that the volunteer program operates in accordance with the St. Vincent de Paul Society's goals and Statement of Conviction.
16. Performs other duties as assigned by the Director of Development.

Number of Employees Supervised...

Directly: 0 **Indirectly:** 0 **Total:** 0

Number of Volunteers Supervised...

Directly: 12/day **Indirectly:** 0 **Total:** 12/day

Minimum Qualifications:

1. Bachelor degree or equivalent work experience.
2. Two years experience working with or directing volunteers preferred. Experience working in the fields of homelessness, poverty or other social service fields preferred.
3. Excellent interpersonal, listening, oral and written communication, facilitation and conflict resolution skills.
4. Excellent organizational and supervision skills.
5. Ability to develop, train, and mentor volunteers.
6. Ability to appreciate differences and work with people with diverse backgrounds, values and lifestyles.
7. Ability to be polite, tactful yet firm with the public. Ability to set limits and handle pressure situations with clients and volunteers.
8. Ability to speak in public and make presentations to groups.
9. Ability to work with minimal supervision.
10. Excellent work habits: punctual, reliable, cooperative, and team-oriented.
11. Ability to work non-traditional hours (evenings, weekends and holidays when necessary).
12. Strong computer skills (MS Office).
13. Commitment to the St. Vincent de Paul Society's goals and Statement of Conviction and a desire to work for a social service agency serving the poor.

To apply: If are you interested in applying for the Volunteer Coordinator position, please submit a resume and cover letter via email to vmasseria@vinnies.org.

Director of Volunteers Objectives:

1. Provides volunteer orientations monthly.
2. Recruits volunteers to fill an average of 80% of each week's volunteer positions.
3. Provides a volunteer recognition program that retains 50% of all adult long-term volunteers past their initial 6-month commitment.
4. Manage expenses in accordance with the annual budget.