



### **Volunteer Coordinator Job Description**

The purpose of the Volunteer Coordinator role is to ensure that the interests of volunteers are served and that the organization remains well-staffed. The Volunteer Coordinator coordinates and schedules volunteers on an ongoing basis and/or organizes single events. The Volunteer Coordinators must maintain relationships with existing volunteers through newsletters or other communications which keep them informed.

The Volunteer Coordinator often works to actively recruit volunteers for the organization. You will reach out to established volunteers or seek new help using various marketing tools, including volunteer databases, e-mail letters, and outreach events.

Samaritan's Feet is a mission-driven nonprofit organization. The Volunteer Coordinator should adhere to the values of the organization and convey its purpose to others. You should know how to distinguish talent and do everything possible to motivate and inspire. You must possess excellent organizational skills and the ability to communicate with people from diverse backgrounds and experience(s).

### **Volunteer Coordinator Responsibilities**

Duties include, but are not limited to:

- Actively recruit volunteers and match interested volunteers with an opportunity that suits their skill set and serves the organization.
- Serve as a point of contact for volunteer groups.
- Arrange appropriate training when needed for all volunteers and coordinate teams of volunteers for large-scale activations.
- Works on special projects as assigned.
- Source and recruit volunteers through various techniques (databases, e-mail, social media etc.)
- Coordinate and schedule volunteers on an ongoing basis and/or organize single volunteer events.
- Ensure volunteers are satisfied by creating a healthy and safe working environment.
- Produce schedules for everyday activities.
- Assist with Community Engagement and Samaritan's Feet special events and effectively communicate information for upcoming actions and events.
- Attend and contribute to interdisciplinary team meetings.
- Keep detailed records of volunteers' information and assignments in CRM etc.
- Ensure the purpose of the organization and its actions is clearly communicated.

### **Required Skills of a Volunteer Coordinator**

- Excellent written, verbal, and interpersonal skills.
- Must be able to work Tuesday through Saturday (unless otherwise noted).
- Able to communicate effectively with diverse people.
- Must be able to prioritize, manage, and coordinate time and projects.
- Organizational and team coordination abilities
- Must be comfortable with public speaking and leading large groups.
- Good working knowledge of Microsoft Office Suite including Outlook, Excel, and Word.
- Ability to work independently.
- Previous volunteer experience coordination and leadership experience is preferred, but not required.
- Strong commitment to customer service and philanthropy.