



## Volunteer Coordinator

### Summary:

The purpose of the Samaritan's Feet International (SFI) Volunteer Coordinator role is to ensure that the interests of volunteers are served, and that the organization remains well-staffed. This is a hybrid entry level position in which the Volunteer Coordinator coordinates and schedules volunteers on an ongoing basis and/or organizes single events. The Volunteer Coordinator must maintain relationships with existing volunteers primarily through written and verbal communication to keep them informed. The Volunteer Coordinator will also work to actively recruit and retain volunteers for the organization. They may reach out to established volunteers to seek new connections to groups and organizations by working with the Marketing Department and utilizing various marketing tools, including social media, e-mails, outreach events etc. Samaritan's Feet is a humanitarian and mission-driven nonprofit organization; therefore, the Volunteer Coordinator should adhere to the values and vision of the organization and convey its purpose to others.

### Volunteer Coordinator Hours

Hybrid 8a-4p Tues-Friday, Saturday 8a-12p (variable)

Hourly compensation

### Volunteer Coordinator Duties

Duties include, but are not limited to:

- Communicate effectively the SFI story.
- Encourage donor sponsorship to achieve development goals.
- Support community events to talk about SFI (as approved).
- Respond to email and voicemail requests to match interested volunteers with an opportunity that suits their skillsets and best serves the individual and organization.
- Coordinate and schedule ongoing and/or organize specific volunteer sessions (using MS Outlook and Bloomerang Volunteer).
- Actively recruit, interact with, and retain volunteers.
- Comfortable in a climate-controlled warehouse setting that includes but not limited to overhead white, blue, or orange LED lights.
- Share and implement Community Engagement best practices for a successful serve day.
- Ensure that volunteers feel comfortable with their placements and fully understand their responsibilities. (Depending on the nature of the organization, coordinators may conduct inquire about task preferences).
- Serve as a point of contact for the community of larger or small groups, families and individuals (i.e. calendar invites, impact reports).
- Ensure that all volunteers receive proper training through conducting and leading in-person tasking, training and/or informational sessions prior to volunteer sessions.
- Actively contribute to the success of the Community Engagement department through internal and external planning and partnerships.
- Daily briefing with the Community Engagement Manager daily and as needed to plan and prepare for volunteers.

### Desired Skills of a Volunteer Coordinator

- High school diploma, some college or equivalent work experience.
- Microsoft Office proficiency.
- Effective time management.
- Detail-oriented and organized with effective and efficient verbal and written communication.
- Collaborative solution-seeker.
- Moderately physical; Ability to lift 25lbs.
- Ability to follow practices, policies and procedures to ensure team success.
- Ability to coordinate and interact with 40 volunteers at a time (including adults and minors).
- Communicate effectively with various demographics.

**Notes to consider:** Our warehouse is climate controlled and accessible utilizing ADA compliant parking, curb-cuts, and entry ways. Please note that our floor is mainly carpeted, but in some areas, you will encounter concrete. For anyone who may have various sensory needs, you may also encounter daily exposure to overhead white, blue, or orange LED lights, smells such as rubber, plastic, markers, and/or cardboard etc., as well as various textural sensations like plastic bags, EVA plastics, cardboard, tape, and potentially water.