



## Job Description

Position: Volunteer Coordinator; 15 hours per week (\$14 per hour)  
Reports to: Program Director

Summary of Position: Recruit, enroll, and refer volunteers in volunteer positions at local nonprofit organizations (stations). Provide support to volunteers and stations in assigned caseload.

### Key Duties Include:

- Recruit volunteers for assigned stations and Team (one-time only) events
- Enroll, refer and follow up with volunteers to appropriate volunteer opportunities
- Follow up with volunteers, who do not currently have a placement
- Act as liaison between Greater Cleveland Volunteers and assigned stations and volunteers
- Maintain necessary paperwork related to assigned stations and volunteers
- Communicate with current volunteers to assure that they are satisfied with their activities
- Prepare report of activities for supervisor
- Keep up-to-date information on stations, and their current volunteer needs
- Attend community events and recruitment events to recruit new volunteers for Greater Cleveland Volunteers
- Do public speaking to encourage people to volunteer
- Attend Team events with volunteers to recruit new volunteers

### Additional Duties Include:

- Assist with major Greater Cleveland Volunteers events, such as Annual Volunteer Recognition event and Annual Benefit
- Fulfill other duties as requested by supervisor

### Qualifications:

- Required: Bachelors Degree, minimum of one-year experience working with volunteers and coordinating a program; excellent verbal and written communication skills; public speaking experience; ability to work well with diverse populations; administrative ability and the ability to keep large quantities of information organized; proficiency in Microsoft office computer programs; valid driver's license and automobile insurance and access to an automobile during working hours; ability to work some evenings and weekends.
- Preferred: Familiarity with Cleveland area and knowledge of other social service organizations; experience using a human resources or volunteer database

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