



## **Volunteer Coordinator**

### **PRIMARY RESPONSIBILITIES**

The primary responsibilities of an employee in this position. Please note: The primary responsibilities of this position are not limited to this list.

1. Recruit, screen and orient potential volunteers to UGM-TC
2. Actively promote and publicize volunteering at UGM-TC through presentations at community events, college campuses, churches, corporations and organizations
3. Promptly respond to individual and group requests for information about UGM-TC volunteer opportunities
4. Create and manage weekly schedule for volunteer coverage
5. Assist in executing special events hosted by volunteers at the Mission
6. Ensure all information and records are up to date and accurate through Volgistics (volunteer software program) as well as track volunteer hours
7. Responsible for ongoing communication with churches, corporate and community organizations as well as individual/group volunteers
8. Create and update volunteer materials and forms and assess the volunteer orientation process as need be.
9. Work with staff to develop and update activities for individuals and groups to volunteer
10. Serve as the point of contact for donation drives
11. Plan and coordinate the yearly Volunteer Appreciation Event and all other volunteer related events
12. Provide other support and assistance around volunteering as needed

### **KNOWLEDGE, SKILLS, AND ABILITIES**

The knowledge, skills and abilities an employee in this position should currently possess. Please note: The knowledge, skills and abilities required for this position are not limited to this list.

1. **Ability to interact with people with kindness, courtesy and respect.**
2. Excellent oral, written and interpersonal communication skills
3. Excellent organizational skills
4. Ability to work independently
5. Ability to manage multiple tasks/projects simultaneously
6. Ability to work a flexible schedule as needed, including holidays
7. Ability to work effectively with diverse section of individuals and groups
8. Familiarity with Microsoft Office and basic web functions
9. Familiarity with Volgistics preferred (if not, have the ability to learn)
10. Ability to be mobile within the agency's facilities as needed; able to sit, stand, bend, lift and carry
11. Knowledge of computers and software applications.
12. Skill in organizing and prioritizing workloads to meet deadlines.
13. Skill in telephone etiquette and paging procedures.
14. Effective oral and written communication skills.

15. Ability to communicate effectively with UGM-TC leadership, staff members, and applicants.
16. Ability to adhere to safety policies and procedures.
17. Ability to use good judgment and to maintain confidentiality of information.
18. Ability to work as a team player.
19. Ability to demonstrate tact, resourcefulness, patience and dedication.
20. Ability to accept direction and adhere to policies and procedures.
21. Ability to work in a fast-paced environment.
22. Ability to react calmly and effectively in emergency situations.

**Bachelor Degree and Previous Experience as a Volunteer Coordinator a must.**

**Please send Resume to:**

**[SStevens@ugm-tc.org](mailto:SStevens@ugm-tc.org) or visit our website for an appliation**