

Volunteer Coordinator

*Memphis, TN * Program Services Department * Full-Time * Non-Exempt*

At Make-A-Wish Mid-South, we are more than a great place to work – our work is life-changing. Together, we create life-changing wishes for children with critical illnesses. We have been doing this for over 35 years, and together, with our volunteers, donors, staff and supporters, Make-A-Wish Mid-South has granted more than 7,000 life-changing wishes and transformed countless lives.

THE TEAM

Make-A-Wish Mid-South is headquartered in Memphis, TN with remote offices in Little Rock, AR and Fayetteville, AR. We serve wish children throughout the Mid-South, including the state of Arkansas, West Tennessee and North Mississippi. The Program Services team is committed to fulfilling wishes for every eligible child.

THE ROLE

The Volunteer Coordinator works to recruit and train a network of volunteers to provide quality wish experiences for children and their families, in addition to working to place volunteers at events to assist staff with event production.

WHERE YOU COME IN

As a Volunteer Coordinator, you will:

- Coordinate, organize and manage all aspects of the volunteer program – including recruitment, placement, training, recognition and retention of all Chapter volunteers.
- Actively recruit wish-granting, event and airport greeter volunteers.
- Build strong relationships with volunteers to ensure a positive and impactful wish experience for wish families, donors and other volunteers.
- Coordinates all aspects of volunteer training for new and existing volunteers.
- Ensures that volunteers are in compliance with the standards of the national and local office.

WHAT YOU'LL NEED

- Bachelor's degree from a four-year college or university.
- Minimum of 3 years project management, special events or volunteer management.
- Proficient in Salesforce and data management preferred.
- Proficient in Microsoft Office suite of programs.

- Strong written and verbal communication.
- Demonstrate the ability to focus on details and prioritize multiple tasks and duties – effectively and efficiently.
- Ability to motivate, support and work directly with a diverse constituency.
- Establish and maintain filing systems.
- Ability to travel regionally as required.
- Bilingual – in Spanish – preferred.

WHAT WE OFFER

- Competitive salary - \$45,000 annually
- Paid time off: Vacation – 12 days per year, increasing with tenure; Personal Leave – 12 days per year; and 12 holidays per year.
- Flexible work schedule.
- Comprehensive benefit package that is paid for by the chapter, including medical, dental, vision, disability and life insurance.
- 401k Retirement Savings Plan, including a match after completion of six months of service.
- Employee Awards and Recognition Programs.

HOW TO APPLY

To apply, please send a cover letter, resume and salary requirements to administration@midsouth.wish.org. Applications without a cover letter will not be considered.