

GIRL SCOUTS OF EASTERN MASSACHUSETTS

POSITION DESCRIPTION

Position Title: Volunteer Coordinator
Reports to: Volunteer Development and Training Director
Position Grade: 10

Position Summary

The Volunteer Coordinator position is responsible for planning and organizing the volunteer programs associated with GSEM. The position is responsible for the placement, retention and recognition of volunteers by following the council's volunteer strategy. Coordinates the implementation of the single entry volunteer system.

Key Responsibilities

1. Organizes and coordinates the recruitment of volunteers for various committees and programs, both short term and long term, within the council.
2. Coordinates volunteer recruitment that reflects the demographics of the community and enhances the operations of the council.
3. Works with social, civic and local organizations to develop partnerships, where appropriate, to develop and/or utilize volunteers.
4. Develops and maintains appropriate records and updates on all volunteers.
5. Recommends and develops ongoing use for utilization of volunteers.
6. Develops a volunteer recognition program for retention.
7. Manages a volunteer pool for a variety of programs and/or special events.
8. Provides advice and support in all facets of volunteer program planning and development to include recruitment, retention, placement, recognition, evaluation, and training.
9. Ensures that the volunteer program is in full compliance with GSEM policy.
10. Ensures that appropriate volunteer training is provided, coordinating with the Volunteer Learning Manager.

11. Integrates the volunteer program into the entire GSEM program.
12. Provides leadership to staff who work with volunteers, as directed.
13. Communicates program goals to volunteers and listen to volunteers' concerns, providing support and guidance for continued volunteer involvement.
14. Assists GSEM staff in recruitment efforts for volunteers.
15. Manages the criminal background screening and references for potential volunteers, as directed.
16. Maintains current position descriptions of all volunteer positions to assist in providing additional opportunities for volunteers and retention efforts.
17. Performs other duties as assigned.

Skills and Qualifications

- Three years of successful work experience working with volunteers.
- Excellent ability to communicate orally and in writing.
- Effective planning and organizational skills.
- Working knowledge of Microsoft Office software.
- Ability to work with individuals of diverse backgrounds and to maintain good working relationships.
- Strong public relations skills.
- Ability to maintain strict confidentiality.
- Ability to plan, organize, and prioritize work.