

**DIRECTOR OF VOLUNTEERS
JOB DESCRIPTION**

JOB TITLE: Volunteer Coordinator
REPORTS TO: Executive / Administrator
SUPERVISES: All volunteers

BASIC FUNCTION:

The volunteer coordinator is responsible for supervising and communicating with all volunteers as well as directing, coordinating and staffing all volunteer functions.

RESPONSIBILITIES/TASKS:

1. Attend all required employee training
2. Attend conferences, seminars, and meetings as requested by the Administrator
3. Communicate with staff and executive director regularly to assess needs for volunteer assistance.
4. Recruit new volunteers by hosting and attending recruiting events in the community.
5. Determine eligibility of prospective volunteers through processing applications and background checks
6. Interview, screen, and assign potential volunteers.
7. Conduct and/or arrange volunteer training as is appropriate to the needed volunteer.
8. Schedule and supervise all volunteer activity with input from the Administrator.
9. Provide ongoing support and guidance for volunteers to resolve grievances and promote cooperation and interest.
10. Evaluate volunteers and volunteer programs, recommending and/or implementing changes as deemed necessary.
11. Develop and manage volunteer policies, procedures and descriptions.
12. Maintain accurate records and documentation pertaining to volunteers.
13. Develop and oversee voluntary program budget.
14. Organize and participate in volunteer recognition programs and special events.

POSITION REQUIREMENTS, KNOWLEDGE, SKILLS AND ABILITIES:

1. Ethical behavior for self and others that aligns with the values of Hope Haven of East Texas

2. A knowledge of the Texas Department of Family and Protective Service Minimal Standards for General Residential Operations.
3. Effective communication skills in writing, speaking and listening.
4. Ability to work independently and in cooperation with others.
5. Excellent people skills to foster positive working relationships.
6. Positive leadership abilities.
7. Conflict management skills.
8. Strong organizational and planning skills.
9. Ability to connect with a diverse group of people.
10. Database management and tracking of volunteer statistics.
11. Acknowledge the unique Statement of Faith mission of Hope Haven of East Texas and respond appropriately to the cultural differences among the agencies service population.

MINIMUM QUALIFICATIONS:

This position requires a bachelor's degree in a social service related field or the equivalent combination of education and experience. One or more years of supervisory or management experience is required. Applicant must be committed to the goals and mission of Hope Haven of East Texas.

This position requires the positive completion of a 90-day probationary period. During this time the agency and employee will decide if the relationship is cohesive. At any time during the 90-day probationary period, either the agency or employee may terminate the relationship for any reason.

Employee

Date

Supervisor

Date