

Job Description

Volunteer Coordinator

General:

The Volunteer Coordinator supervises volunteers and provides direction, coordination, and consultation for all volunteer functions within the Together-Razem

Responsibilities :

- Survey staff regularly to assess needs for volunteer assistance
- Maintain Volunteer Service Descriptions for each volunteer assignment
- Ensure volunteers are staffed to support the various areas of operations
- Recommend the most efficient use of volunteers, appropriate volunteer/supervisory mix, and future workforce needs to support volunteer program operations
- Conduct and/or arrange for volunteer orientation and training Schedule all volunteer activity,
- Develop and manage volunteer policies, procedures, and standards of volunteer service
- Organize and participate in volunteer recognition programs and special events
- Evaluate all aspects of volunteer programs to ensure effectiveness and to recommend/implement changes as appropriate
- Maintain accurate records and provide timely statistical and activity reports on volunteer participation
- Recruit, interview and place applicants for volunteer work
- Work with CEO and external partners to publicize opportunities for volunteers
- Develop and maintain relationships with Cork Volunteer Centre
- Provide ongoing support and guidance for volunteers
- Act as a single point of contact for communications
- Identify community outreach opportunities such as fairs, festivals, local markets and organizations
- Maintain schedule of opportunities
- Work proactively with staff to provide accurate information and assistance to the volunteer

Education and Experience

- Possess a third level of education – (social sciences, HR & other)
- Have a some job-related experience in leading teams and/or organizations,
- Knowledge of management principles and evaluation techniques related to programs that involve a cadre of volunteers

Skills

- Proficient in basic computer applications, such as word processing, spreadsheets, and internet usage
- Record keeping skills and planning skills
- Fluent Polish
- Intermediate English
- Ability to effectively manage a wide array of tasks, projects, and responsibilities
- Ability to work productively in an unstructured environment with frequent interruptions

Time Commitments:

Hours are generally flexible as this a virtual role.