

Position Description

ORGANIZATION: NeighborImpact - www.neighborimpact.org

ORGANIZATION MISSION:

NeighborImpact is dedicated to empowering individuals and families to succeed and become engaged citizens in the community.

POSITION: Volunteer Coordinator

LOCATION: 2303 SW First Street, Redmond, Oregon

Summary of Position

The Volunteer Coordinator will be responsible for development, engagement, coordination and tracking of low income volunteers. This position will develop an expansion of the NeighborImpact Volunteer Program by identifying new volunteer needs within the Early Care & Education area as well as recruiting, interviewing, screening, and placing new volunteers in the identified positions. This position will also include oversight of volunteer orientation and training, sending reminders to participants, maintaining records, providing support to the overall process, assisting with volunteer recognition events, and working closely with the Human Resources Manager to integrate the program (secondarily) into the entire Agency.

ESSENTIAL RESPONSIBILITIES:

1. Develop, recruit, interview, screen, orient, train, and recognize volunteers
2. Coordinate and facilitate volunteer orientation classes
3. Develop and maintain current volunteer job descriptions
4. Determine volunteer needs via discussions with staff
5. Support efforts of the organization to increase low income volunteer outreach and recruitment
6. Track volunteer participation in an existing Excel database in a timely manner
7. Conduct periodic staff training on Volunteer Management
8. Assist with general office duties related to position (phone calls, filing, documenting activity, etc.)
9. Attend volunteer related functions and meetings
10. Complete and submit in a timely manner all OSSC/AmeriCorps required reports and timesheets
11. Attend OSSC/AmeriCorps sponsored orientation, training, meetings and disaster response

PREFERRED QUALIFICATIONS:

1. An independent, self-motivated, and creative individual who relates well to people
2. Excellent organization skills and interpersonal communication skills
3. Exceptional understanding of MSOffice Word and Excel (e.g. mail merge software and using Excel as a database management tool)
4. A cooperative manner and the ability to serve as part of a team
5. A willingness to ask questions for clarification and job completion
6. Experience serving with or recruiting volunteers
7. Valid driver's license, good driving record and reliable transportation.

CONTACT: For more information about this position please contact:

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