

## **POSITION DESCRIPTION**

**Organization:** NeighborImpact/Volunteer Insights

**Organization Mission:**

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

Volunteer Center: To mobilize effective volunteerism by promoting, recruiting, training, referring and recognizing volunteer activities.

**Position:** Volunteer Center Project Coordinator

**Location:** Volunteer Insights; 920 NW Bond Street, #208, Bend, Oregon

### **Summary of Position**

The Volunteer Center Project Coordinator will help start a new volunteer center to serve Central Oregon. The Coordinator will recruit member agencies, recruit and refer volunteers, participate in select service projects, and assess strategies.

### **Essential Responsibilities:**

1. Contact, visit, and recruit nonprofit and public organizations to become volunteer center members.
2. Create a database of recruited volunteer center member organizations.
3. Recruit and refer volunteers, matching volunteer and organization interests.
4. Follow up with organizations and volunteers to assess matches and make improvements.
5. Select and participate in service projects with member organizations, with an eye to improving referral procedures.
6. Plan and participate in Martin Luther King Service Day projects, in collaboration with Central Oregon Community College students.
7. Work with the program manager to fine-tune episodic and long-term volunteer program procedures.
8. Complete office tasks related to position (phone calls, filing, documenting activity, etc.)
9. Complete and submit in a timely manner all AmeriCorps required reports and time sheets.
10. Attend AmeriCorps sponsored orientation, trainings and meetings.

### **PREFERRED QUALIFICATIONS:**

1. An independent, self-motivated, creative and resourceful individual who enjoys working with diverse groups of people.
2. Experience with volunteering and/or service-learning.
3. Interest in recruiting and referring volunteers.
4. Strong organizational and interpersonal communication skills.

5. Computer and internet experience.
6. Valid drivers license, good driving record and **own transportation.**

**CONTACT: For more information about this position please contact:**

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