

**THE WARM PLACE  
809 Lipscomb Street  
Fort Worth, TX 76104-3121**

**Position:** Volunteer Coordinator

**Reports to:** Executive Director

**Job Summary**

In keeping with the mission of The WARM Place, the volunteer coordinator recruits, trains, cultivates and works to retain the volunteer base necessary to meet the needs of The WARM Place clients and programs

**Job Description**

- Maintain and update as necessary a specific plan of action for recruiting volunteers from the community
- Conduct the security checks on all volunteer facilitators and house parents
- Organize and oversee two facilitator training sessions a year, as well as, the training of all house parents
- Responsible for assessing and providing recommendations to the program staff for volunteer placement
- Responsible for final interview and notification of group placement decision of volunteers
- Maintain a volunteer statistical database and run monthly volunteer reports
- Input and maintain volunteer records in Little Green Light database
- Develop a plan for retention of volunteers
- Arrange for substitute volunteers as needed
- Greet and welcome group volunteers and houseparents each evening
- Develop a budget for the volunteer department activities with the public relations department
- Coordinate volunteers for special events
- Coordinate and communicate with Group Night Directors
- Serve as backup for household duties

**Qualifications**

- Prefer Bachelor degree in Business, Marketing, Public Relations or related discipline
- Strong working knowledge of computer software for word processing and spreadsheets. (MS Word, Excel, Access)  
Familiar with general office equipment
- Flexible and able to maintain a supportive, helpful attitude while working with a variety of staff and volunteers
- Strong organizational skills, good presentation
- Excellent verbal and written communication skills
- Willingness to work evenings and weekends on occasion

**Work Hours**

Monday-Thursday 10:30 A.M. - 6:30 P.M.

Friday 8:00 A.M. – 5:00 P.M.

**To Apply**

Interested persons should email cover letters, resumes & salary requirements to: [Shirley@thewarmplace.org](mailto:Shirley@thewarmplace.org)

**Due to the volume of responses, only qualified parties will be contacted. No phone calls, please.**

*This job description is not intended to represent an exhaustive list of responsibilities and duties. It is not an employment contract. Employment at The WARM Place is at-will. Administration reserves the right to alter the job description at any time.*