



Job Title: Volunteer & Program Coordinator

Hours/Exempt: Exempt

M-Th 10:30 AM-6:30 PM, Fri 8:00 AM- 5:00 PM

Reports to: Program Director

Salary Range: \$40,000-\$50,000

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. They also support the program with various administrative duties including data entry of family files, program reporting, etc.

Education/Certifications/Experience:

- Prefer Bachelor degree in Business, Marketing, Public Relations or related discipline

Requirements/Skills:

- Experience working in Microsoft Word and Excel
- Knowledge of Little Green Light (LGL) software or other constituent database preferred
- Flexible and able to maintain a supportive, helpful attitude while working with a variety of staff and volunteers
- Superior attention to detail and well-organized
- Proven writing, communication, and interpersonal skills
- Self-starter with ability to manage multiple tasks simultaneously
- Ability to work as a team
- Willingness to work evenings and weekends on occasion

Responsibilities:

- Maintain and update as necessary a specific plan of action for recruiting and retaining volunteers
- Develop a budget for the volunteer program activities with the Program Director
- Plan volunteer events, including, but not limited to, an annual Volunteer Appreciation event
- Conduct the security checks on all volunteer facilitators and house parents, update these records annually
- Organize and oversee facilitator training sessions two to three times a year, as well as, the training of all house parents
- Arrange for substitute volunteers as needed
- Greet and welcome group volunteers and houseparents each evening
- Coordinate volunteers for special events
- Responsible for assessing and providing recommendations to the program staff for volunteer placement
- Input and maintain records in Little Green Light (LGL) database and run monthly reports
 - Maintain a volunteer database
 - Input and manage family files on a daily basis
 - Generate daily reports to support group needs
 - Generate regular monthly program reports
 - Recommend process improvements by establishing policies and procedures for data entry, record maintenance, and reporting
- Coordinate CNMpack database reports
- Participate in volunteer fairs and community outreach events as assigned
- Takes on other duties and administrative tasks as assigned

To Apply

Interested persons should email cover letter and resume to: Shelley@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.

Updated May 2022