



United Way  
of Steele County

## United Way of Steele County

**Position:** Volunteer Coordinator (Full-Time)

**Salary:** \$42,000

**United Way of Steele County Mission:** To change lives by mobilizing and optimizing the caring power of our community.

**Reports to:** President, United Way of Steele County

### **Job Brief:**

Volunteers United was created to increase the capacity of nonprofits in Steele County to serve more people, due to COVID-19. With many volunteers unable to continue their service due to being at high-risk, nonprofits struggled to meet the increased needs of our community.

Volunteers United recruits and places qualified volunteers with nonprofits across Steele County.

We are looking for a skilled Volunteer Coordinator to recruit and manage volunteers. You will be responsible for scheduling volunteers for ongoing tasks as well as for staffing events. You will be responsible for organizing and promoting events. You will be expected to motivate and inspire your team of volunteers. You must possess excellent organizational skills and ability to communicate with people from diverse backgrounds and experience.

The goal is to ensure that our organization is always staffed with the best and most reliable individuals, and that they are correctly utilized for the fulfilment of our mission and the missions of the nonprofits we serve.

### **Responsibilities:**

- Source and recruit volunteers through various techniques (databases, e-mail, social media etc.)
- Collect information on availabilities and skills
- Arrange for appropriate training when needed
- Produce schedules when applicable to placement
- Assign responsibilities to the right people for special events
- Coordinate teams of volunteers for large-scale actions
- Communicate frequently with volunteers to ensure they are satisfied and well-placed
- Disseminate information for upcoming actions and events
- Keep detailed records of volunteers' information and assignments
- Ensure the purpose of the organization and its actions is clearly communicated
- Planning and organizing events, including site selection, logistical arrangements, purchasing supplies, promoting events, scheduling and being the primary point of contact for the event.
- Community outreach activities.
- Other administrative and management duties as assigned.

**Requirements:**

- Proven experience as operations director or similar position
- Experience in volunteering locally and/or internationally
- Experience in recruiting through various channels
- Working knowledge of databases and MS Office (especially Excel)
- Able to communicate effectively with diverse people
- Excellent organizational and team coordination abilities
- A pleasant, outgoing personality