

St. Stephen's Human Services

Job Description

Title:	Volunteer Coordinator
Updated:	January 25, 2012
Supervisor's Title:	Development Director
Schedule or Hours:	25 hours per week
Benefits:	Full benefits eligible
Compensation:	Depending on qualifications

Position Overview

As an integral part of the Development Team, this position will focus on coordinating volunteers for our many programs as well as assisting with fundraising, events, and communications.

Job Responsibilities

- Find and coordinate individuals and groups interested in volunteering with the organization.
- Maintain existing and develop new volunteer opportunities.
- Assist with other fundraising, communications or events as needed.
- Other responsibilities might be assigned as the position develops.

Qualifications

- Experience or strong interest in volunteer coordination.
- Proficient using Microsoft Word, Excel, social media, and the internet.
- At least a High school diploma/GED.
- Valid driver's license, access to a reliable automobile, and current insurance certificate meeting or exceeding state requirements.
- Flexible schedule; able to work occasional evening or weekend.
- Organized and able to multi-task and prioritize.