



Position:

Volunteer & Community Resource Coordinator

Reports to:

Director of Operations

Purpose:

The Volunteer & Community Resource Coordinator will provide coordination, communication and direction for all community and volunteer support (resources including time, money and other donations) for the Grace for 2 Brothers Foundation.

Description:

The Volunteer & Community Resource Coordinator (VCRC) will be responsible for coordinating the volunteer program at Grace for 2 Brothers (GF2B). This will include maintaining volunteer opportunities, training and schedule. The VCRC will also maintain communication between local organizations providing resources to GF2B including sponsorships, partnerships and donations (financial & in-kind). The VCRC will actively participate in organizing community events and projects, recruiting volunteers and promoting GF2B.

Duties & Responsibilities:

Implement and evaluate all volunteer recruitment, orientation and educational activities:

- Recruit, screen, and interview all volunteers;
- Provide volunteer training and orientation as necessary for events and routine opportunities and maintain a schedule of opportunities;
- Survey employees, board of directors and committees regularly to assess needs for volunteer assistance;
- Maintain regular schedule of routine and ongoing volunteer tasks and opportunities and assign volunteers to each opportunity;
- Maintain accurate records and provide timely reports on volunteer participation and issues as they arise;
- Delegate assignments and tasks as communicated;
- Answer questions and follow-up with volunteers as needed;
- Match volunteers from database to specific assignments based on skills and availability;
- Provide ongoing support and guidance for volunteers;
- Act as a single point of contact for communications;
- Be knowledgeable about projects, services and resources;
- Arrange appropriate resources, volunteer assistance and time as needed.

Cultivate Community Resources to include:

- Outreach to solicit Prevention Partners, Walk of Grace Title Sponsors, Golf Tournament Sponsors and Embrace Grace Table Sponsors;
- Cultivate relationships with local organizations and businesses to solicit donations for events, advertising and other resources as needed.

Knowledge, Skills, and Abilities:

- Must be a self-starter with the ability to work independently without immediate direction or supervision;
- Professional attire is required as appropriate;
- Has strong interpersonal skills;
- Has a strong performance orientation and skillful strategic thinking. Establishes clear expectations and continuously measures performance;
- Effectively manage time and work productively in an unstructured environment;
- Demonstrates ability to work in an environment with changing deadlines and priorities;
- Demonstrates excellence in both oral and written communications. Knowledge of external communications and cultivation techniques are essential;
- A high degree of integrity in dealing with confidential information including but not limited to personal health information, donor, supported family and financial information;
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Publisher, etc.) & Smartsheet.

Physical/ Mental Demands:

- Ability to frequently lift and/ or move up to 10 pounds and occasionally lift and/ or move up to 35 pounds in order to perform essential position functions. This includes moving around, standing and/or sitting for prolonged periods or working in front of a computer screen.

Minimum Qualifications:

- High school diploma or GED equivalent.

Preferred Qualifications:

- Experience in a professional environment or business setting with responsibilities requiring adapting to advancing technology;
- Fundraising and/ or development experience with a nonprofit organization.

Time Commitments:

- 8-10 hours a week
- Hours are to be determined in conjunction with the needs of Grace for 2 Brothers Foundation;
- Must be available for special events and training;
- May be required to attend Board Meetings on occasion.