

Reports to: SNLC General Manager

Hours: 10 hours/week Oct - April

Hourly rate: \$24/hour

Employee status: Part-time - Seasonal

**Overview:** This role will be instrumental in managing and supporting our volunteer program, ensuring that volunteers are effectively recruited, trained, and engaged in our organization's mission and activities. The Volunteer Coordinator will work closely with various Operations, Programs and Event areas to assess volunteer needs, develop volunteer opportunities, and create a positive and fulfilling volunteer experience.

**Responsibilities:**

**1. Volunteer Recruitment:**

- Develop and implement strategies to recruit volunteers through outreach, networking, and community engagement.
- Collaborate with marketing and communications teams to promote volunteer opportunities through various channels, including social media, newsletters, and events.
- Attend community events and meetings to raise awareness about volunteering opportunities within the organization.

**2. Volunteer Training and Orientation:**

- Develop and conduct comprehensive orientation sessions for new volunteers, providing information about the organization's mission, values, and expectations.
- Coordinate training sessions for volunteers based on their roles and responsibilities, ensuring they have the necessary skills and knowledge to perform their tasks effectively.
- Provide ongoing support and guidance to volunteers, addressing any questions or concerns they may have during their tenure.

**3. Volunteer Management:**

- Maintain a database of volunteers, including their contact information, availability, skills, and interests.
- Match volunteers with suitable opportunities based on their skills, interests, and availability, ensuring a positive and meaningful experience for both volunteers and the organization.
- Regularly communicate with volunteers to provide updates on upcoming opportunities, events, and organizational news.

- Monitor volunteer performance and provide feedback and recognition as appropriate.

#### **4. Program Development and Evaluation:**

- Collaborate with SLNC General Manager, Programs staff, BOD and Committee Chairs to identify volunteer needs and develop new volunteer opportunities that align with organizational goals and priorities.
- Evaluate the effectiveness of the volunteer program through feedback surveys, performance metrics, and volunteer satisfaction assessments.
- Make recommendations for program improvements and implement changes as needed to enhance the volunteer experience and achieve organizational objectives.

#### **Qualifications:**

- Previous experience in volunteer coordination, recruitment, or management preferred.
- Strong organizational and time management skills, with the ability to prioritize tasks and manage multiple projects simultaneously.
- Excellent communication and interpersonal skills, with the ability to interact effectively with volunteers, staff, and community members from diverse backgrounds.
- Passion for the organization's mission and a commitment to fostering a culture of volunteerism and community engagement.

#### **Benefits:**

- Gain valuable experience in nonprofit management and volunteer coordination.
- Make a meaningful impact by supporting volunteers in contributing to the organization's mission.
- Opportunity to work with a dedicated team of professionals and volunteers who are passionate about making a difference in the community.

Please send your expression of interest with a cover letter and resume to Wendy Shannon, General Manager. [gm@sovereignlake.com](mailto:gm@sovereignlake.com)