

VOLUNTEER COORDINATOR

The Volunteer coordinator is responsible for recruiting and managing groups of volunteers, as well as individual members of Empowered Girls of NC. They must have strong communication and management skills, since they must work with many different people. The Volunteer coordinator is put in place to ensure that the interests of volunteers are served and that the volunteer organization remains well staffed. They will coordinate and schedule volunteers on an ongoing basis and organize single events. The Volunteer coordinator must also keep existing volunteers informed via newsletters or other communications. The volunteer coordinator may reach out to established volunteers or seek new help using various marketing tools, including volunteer databases, e-mail letters, and outreach events.

QUALIFICATIONS:

The volunteer manager should have the following skills and experience:

- Positive, enthusiastic attitude, team work ability and leadership qualities.
- The ability to communicate with, supervise and empower volunteers to be effective in their roles—experience with volunteers preferred but not required
- Ability to multitask; must be detail-oriented and organized
- Ability to give engaging presentations
- Good networking and socializing skills
- The ability to work cooperatively with different types of personalities
- Basic knowledge of computers and Microsoft Suite
- Knowledge and understanding of issues and dynamics within female-centered issues
- Commitment to EGNC program's goals and mission
- Ability to always lead by example!

ACCOUNTABILITY:

The volunteer manager reports directly to the Executive Director and occasionally the Program Director.

RESPONSIBILITIES

- Complete EGNC volunteer training for new recruits
- Lead the recruiting, screening, interviewing and training of new volunteers
- Review programming and events and assign appropriate volunteers, in consultation with the Executive director and/or Program Director and/or Event Planner
- Maintaining volunteer database
- Facilitate volunteer appreciation or reward ceremonies or certificates as needed
- Manage volunteers hours and facilitate any letters of recommendation requests
- Attend staff meetings and assist in the evaluation of the program
- Attend conferences/seminars/meetings as requested by the executive director
- Keep motivating and encouraging the volunteers to remain focused in their work and do their best.
- Other duties as may be assigned by the executive director or the chair of the board

This is an unpaid volunteer role and the time commitment varies. Can work from home but must visit the office occasionally and attend events/programming. Must be flexible. Length of commitment is at least 6 months.