



JOB DESCRIPTION

Position Title: Volunteer Coordinator (Part-Time)

Department: Programs and Community Engagement

Reports to: Manager of Volunteer Engagement

Position Summary: The Volunteer Coordinator's responsibilities include assisting the Manager of Volunteer Engagement with recruiting and training new volunteers, keeping a database of volunteer information and skills, matching volunteers to opportunities that suit their skills, keeping volunteers informed, working alongside volunteers and CCWTN staff to execute programs and projects, and conveying Catholic Charities of West Tennessee's purpose to the public.

A successful Volunteer Coordinator will be meticulous about record keeping and passionate about volunteer work by upholding the values of our organization while ensuring the comfort of our volunteers in their positions.

- Recruiting, training, and supervising new volunteers.
- Collecting volunteer information, availability, skill sets, and maintaining an up-to-date database in Raiser's Edge.
- Utilizing recruiting tools such as Volunteer Odyssey, e-mails, Parish Bulletins, and Raiser's Edge volunteer database.
- Keeping new and existing volunteers informed about the organization and volunteer opportunities.
- Matching volunteers to opportunities that suit their skill sets, and ensuring they understand their responsibilities and receive the proper training.
- Organizing and leading on-the-job training.
- Co-managing group service events.
- Assist Manager in post-event assessments, analyze survey feedback from volunteers and make suggestions and recommendations for improvements to programs and processes.

Qualifications: The ideal candidate will possess the following minimum qualifications:

- An Associate's Degree in Business Management, Human Resources or a related field.
- Experience in volunteering and recruitment.
- Working knowledge of databases, Microsoft Office and Outlook.
- Excellent communication and interpersonal skills.
- Excellent organization and team building skills.
- Ability to work in a variety of environments.
- A heart for serving the needs of our community.

Position Level: Part-Time (16-20 hours per week)

Updated: 07/01/2020

To apply: Email resume and cover letter to jobs.acc@acc.cdom.org