Volunteer Service Opportunity

Title
Volunteer Coordinator & Team

Responsible to
Executive Director

Responsibilities
Coordinates Volunteer Program
Develops and maintains handbook of applicable policies and procedures
Continuously recruits volunteers
Schedules and co-facilitates orientation
Schedules ongoing volunteer training
Supervises & evaluates performance of volunteers
Coordinate interviews of potential volunteers
Manages application process and checks references
Coordinate volunteer meetings
Coordinate recognition activities
Conduct annual evaluations and surveys
Maintain volunteer database
Performs other duties of a similar nature or level

Minimum Qualifications
Demonstrated professionalism and team leadership skills
Demonstrated problem-solving & decision making skills
Proficient in Microsoft Office software
Excellent communication and interpersonal skills as applied to interaction with volunteers, board members, the general public, etc. sufficient to exchange or convey information and to receive work direction.
Maintain confidentiality
Application and background check required

Time Commitment
5-7 hours/week; Flexible

Benefits
Annual recognition

Contact:
Call 404-545-9051 or email twoard@iambeautiful.org