kindness
INITIATIVE

Job Description

Position Title – Volunteer-Support Lead

Goal of the position - To assist the Volunteer Coordinator with recruitment, onboarding and training for volunteers, as well as to help in the development of volunteer appreciation activities.

Role - The Volunteer-Support Lead is responsible for assisting in the planning and implementation of various volunteer projects to carry out the mission of the Kindness Initiative. This position will coordinate projects including planning and scheduling, and support operations.

Responsibilities

- Recruit and select volunteers for projects and programs; Assess skill sets of volunteers to ensure proper project selection;
- Take and coordinate requests for volunteers; Track volunteer hours and related information in database; and Recognize volunteers through thank you letters, photos, Face Book posts and special events.
- Assist in scheduling and assignment of volunteers to projects
- Coordinate and/or lead volunteer training
- Schedule volunteers in accordance with project needs; Supervise volunteers throughout the project duration; and Collaborate internally on volunteerism projects to ensure effective service delivery.
- Maintain documentation of volunteer hours and recognition.
- Attend meetings and trainings as required
- Other duties as assigned.

Qualifications and Experience

- Experience working with volunteers and coordinating their activities
- Good organizational and project management skills
- Strong communication and public speaking skills
- Proficient with Microsoft Word, PowerPoint, Excel and Internet usage
- Ability to assist with the planning, development, and implementation of project plans

Time Commitment - 3-5 hours/week

- Planning, coordinating and/or leading training for volunteers

- Meetings w/ individual volunteers, as needed

- Meeting w/ supervisor and Team

Supervision/Training

- The Volunteer-Support Lead reports to the Volunteer Coordinator

- Annual training & professional development opportunities