



## **Volunteer Coordinator, *Part Time***

### **Reports to: Development Assistant**

**JOB SUMMARY** The Volunteer Coordinator will use their interpersonal, leadership, and coordination skills to recruit and manage volunteers for Phil's Friends and assist with leading groups in the Phil's Friends Hope Center when needed.

### **SUMMARY OF ESSENTIAL JOB FUNCTIONS**

- Volunteer Outreach
  - Respond to Volunteer Interest Inquiries that come through the Phil's Friends website.
  - Meet with current Phil's Friends volunteers to engage with them on where their giftings best fit the organization.
  - Connect with Volunteer Outreach sites such as Volunteer Match to recruit volunteers.
- Training
  - Host Volunteer Orientation once per month to engage interested constituents and uncover where they can best fit the volunteer need.
  - Maintain running list of ALL volunteers and their giftings so that when a department within the organization is in need of volunteers, one can be found to fit their need.
- Communication
  - Craft monthly Volunteer Email to send to all Phil's Friends Volunteers once per month.
  - Communicate with staff member managing social media platforms regarding what the current volunteer need/updates are.
- Hope Center
  - Assist with leading groups of volunteers in the Phil's Friends Hope Center when needed.

### **MINIMUM REQUIREMENTS**

- Demonstrates and maintain a passion for the mission of Phil's Friends.
- Ability to work independently with and without direction as well as provide clear direction.
- Strong work ethic and high ethical standards, good steward of resources.
- Ability to communicate effectively via verbal and in written format.
- Flexible schedule including some nights and weekends is REQUIRED
- Able to work with confidential information.
- A heart for serving those in the cancer community.
- Desire to serve the community.

### **SKILL REQUIREMENTS**

- Ability to make sound (sometimes quick) decisions.
- Computer literate (e.g., Word, Excel, Powerpoint, internet research, e-mail).
- Strong interpersonal communication skills.
- Ability to operate standard office equipment (e.g., fax, printer, copier, scanner, etc.).
- Ability to work with others in a fast-paced environment.
- Ability to provide outreach to those in need.

**DISCLAIMER** \*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time; as needed.