



## **Position: Volunteer Coordinator**

### **Job Overview:**

Community Lodgings is seeking a **P/T Volunteer Coordinator** (25 hrs per week) with primary responsibility for planning, organizing and directing the volunteer program. This position reports to the Director of Development and all duties and responsibilities broadly support fundraising, community building and increased awareness of the organizations' services.

### **Areas of Responsibility**

- Responsible for recruiting and managing individual volunteers, corporate groups, school groups, and others from the community
- Leverage individuals strengths, interests and abilities of volunteers for appropriate placement
- Screen potential volunteers and ensure required forms and documentation are completed prior to volunteer assignment
- Track and manage volunteer service hours, contact info and availability in CRM database. Report data as needed for grants and other purposes.
- Develop and maintain cooperative working relations with the community
- Overall responsibility for volunteer training and orientation of volunteers
- Coordinate annual Volunteer Recognition Event
- Produces monthly volunteer e-newsletter and identifies additional vehicles for volunteer recruitment, recognition and community education.
- Serve as the point of contact for outreach efforts to increase awareness and engagement in the community
- Represent Community Lodgings at community outreach events, speaking engagements and United Way/CFC campaign events
- Assist with updating and creating content for social media pages
- Other duties as assigned

### **Qualifications**

- ❖ College degree desired. Prior experience in a non-profit environment and volunteer management preferred, but not required
- ❖ Excellent verbal and written skills are mandatory; strong organizational skills, superb time management, attention to detail and ability to be self-motivated and disciplined.
- ❖ Knowledge of the nonprofit sector and Northern Virginia is a plus

- ❖ Availability to work a flexible schedule including evenings and weekends is required.
- ❖ Local travel required; must have a car
- ❖ Strong writing skills
- ❖ Excellent working knowledge of software applications including Word, Excel and Publisher and Google Drive. Experience with database software a plus.
- ❖ Send resume and cover letter with salary requirements to [HR@community-lodgings.org](mailto:HR@community-lodgings.org)

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