



Position Description

Title of Position: Volunteer Coordinator
Reports to: Program Manager
20 hours a week; Salary Grade 2; \$15,600 Annual Salary

Summary of Position: Recruit, enroll, and refer volunteers to volunteer positions at local nonprofit organizations. Provide support to volunteers and partner agencies for assigned caseload.

Key Duties Include:

- Recruit volunteers for assigned agencies.
- Enroll and refer volunteers to appropriate volunteer opportunities.
- Follow up with volunteers that do not currently have a placement.
- Communicate with volunteers to assure that they are satisfied with their activities.
- Act as liaison between Greater Cleveland Volunteers and assigned partner agencies and volunteers. Visit partner agencies on a regular basis.
- Keep up-to-date information on agencies and their current volunteer needs.
- Distribute and collect volunteer impact data from partner agencies.
- Manage the Players (volunteer theater group) by scheduling their performances, sending out confirmations and overseeing the group.
- Attend community events and outreach events to recruit new volunteers for Greater Cleveland Volunteers.
- Do public speaking to encourage people to volunteer, focusing on older adults.
- Maintain necessary paperwork and computer files related to assigned partner agencies and volunteers.
- Utilize online volunteer database
- Prepare reports of activities for supervisor.

Additional Duties Include:

- Assist with major Greater Cleveland Volunteers events, such as Annual Volunteer Recognition event and Annual Benefit.
- Fulfill other duties as requested by supervisor.

Qualifications:

- **Required:** Bachelor's Degree; minimum of two years' experience as a volunteer manager; excellent verbal and written communication skills; public speaking experience; ability to work well with diverse populations; administrative ability and the ability to keep large quantities of information organized; proficiency in Microsoft Office computer programs; valid driver's license and automobile insurance and access to an automobile during working hours; the ability to work some evenings and weekends. Experience using a human resources or volunteer database.
- **Preferred:** Familiarity with Cuyahoga County and knowledge of other social service organizations, experience with working with older adults.

Interested candidates should send a resume and cover letter via email to:

Cecille Harris, Program Manager
Greater Cleveland Volunteers
Charris@greaterclevelandvolunteers.org

Greater Cleveland Volunteers

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Rev 8/2017