



## **Position Description**

Title of Position: Volunteer Coordinator  
Reports to: Community Based Program Manager  
17 hours a week; Salary Grade 2; \$13,000 Annual Salary

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

### **Key Duties Include:**

- Recruit volunteers, aged 55+, for assigned agencies, focusing on high impact volunteering
- Enroll and refer volunteers to appropriate volunteer opportunities
- Follow up with volunteers that do not currently have a placement
- 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.
- Communicate with current volunteers to assure that they are satisfied with their activities
- Attend community events and recruitment events to recruit new volunteers for Greater Cleveland Volunteers
- Conduct public speaking sessions to encourage people to volunteer, focusing on older adults
- Maintain necessary paperwork related to assigned partner agencies and volunteers
- 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, a valid driver's license and automobile insurance and access to an automobile during working hours, the ability to work some evenings and weekends.
- **Preferred:** Familiarity with Cuyahoga County and knowledge of other social service organizations, experience using a human resources or volunteer database, experience with working with older adults.

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

Kirsten Frei-Herrmann, Program Director, Greater Cleveland Volunteers

[Kfrei-herrmann@greaterclevelandvolunteers.org](mailto:Kfrei-herrmann@greaterclevelandvolunteers.org)