



03.25.2024

## Channel One Inc. **JOB OPENING**

**Position Title:** Volunteer Coordinator  
**Department:** Development  
**Supervised by:** Development Director  
**# of Direct Reports:** N/A  
**Hours:** Full-time; 40 hours/week  
**Classification:** Non-Exempt

### **ESSENTIAL FUNCTIONS**

The Volunteer Coordinator is responsible for overseeing the volunteer program of the agency, including recruiting, orientating, placing, and tracking volunteers as needed and requested by each agency department's work supervisor and/or department head.

The Volunteer Coordinator works with the Development and Communications Team to communicate and market Channel One's mission and volunteer opportunities through a network of on-line and printed mediums to increase awareness of and support in the areas of philanthropy and volunteerism.

### **PRIMARY RESPONSIBILITIES**

1. **Develop and implement** goals and objectives for the volunteer program which reflect the mission of the organization.
2. Work with department heads to **assess the need for volunteers** to enhance program/service delivery.
3. **Develop a budget** for volunteer program needs and activities.
4. **Recruit and schedule volunteers** to meet organization and program needs and community events as needed.
5. **Provide orientation to all new volunteers** on a regularly scheduled basis.
6. Build and foster relationships with businesses, schools, religious and other community organizations to publicize the role of volunteers and to aid in recruitment efforts.
7. **Ensure that volunteer check-in** procedures are followed, and records of volunteer hours are maintained according to established procedures.
8. **Fully utilize Galaxy Digital software capabilities** to track and enhance volunteer interactions in order to deepen and foster volunteer relationships.
9. **Provide frequent and regular feedback** to work supervisors and/or department heads regarding the status of recruitment efforts for individual requests, as well as follow-up on scheduled groups.
10. **Assist work supervisors** and/or department heads, if needed, in creation of appropriate volunteer training curriculum/materials and job descriptions.
11. **Provide information and effective feedback to volunteers** through the use of written, verbal, and on-line communications and the use of posted materials in the volunteer break room.
12. **Prepare and submit** reports and/ provide information and statistical data as required for Network Activity Report (NAR), CWS and RSVP.
13. Develop and prepare **written materials** to promote volunteer opportunities at Channel One in cooperation with the Communications Assistant.
14. **Plan and implement** formal and informal volunteer recognition and appreciation activities to recognize the contributions of volunteers to the organization.
15. **Ensure that volunteers work** in a safe and supportive environment in accordance with all appropriate legislation and regulations.
16. **Create and present information** at area schools, businesses, service and civic organizations, and religious organizations to **educate the community** about hunger, volunteer opportunities and the work of Channel One as directed by the Development and Communications Director.
17. **Provide facility tours** to community groups and individuals as needed.

## **SECONDARY RESPONSIBILITIES**

1. Assist as needed with company events and projects.
2. Represent Channel One, Inc. at assigned committees, task forces, and events.
3. Act as a liaison with area congregations' social concerns committees.
4. Contribute to articles relating to volunteers as requested for organizational newsletter.
5. Properly store and maintain files and calendar in shared company folder
6. Prepare reports and provide statistics, and other information as requested.
7. Attend all required meetings and training sessions as required.
8. Perform other tasks as assigned.

## **QUALIFICATIONS**

- Bachelors degree in marketing, communications, or related field or equivalent in relevant experience
- Volunteer management and/or supervisory experience
- Nonprofit human service experience a plus
- Strong organization and time management skills
- Ability to communicate effectively with diverse people
- Excellent verbal, public speaking, presentation, and written communication skills
- Working knowledge of databases, MS Word, Excel, Outlook and Google Docs
- Willing and able to work occasional evenings and/or weekends as needed
- Strong interpersonal skills, able to build and foster positive relationships
- Well-disciplined self-starter, able to manage multiple projects and achieve goals

*This Job Description does not constitute a contract of employment and is subject to modification as needed to reflect changes in the requirements or functions of the position.*

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*Employee Signature*

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*Printed Name*

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*Date*