

**POSITION DESCRIPTION**

**Mission:** The Mission of Project Pneuma is to Breathe New Life holistically into the young men we serve by challenging them intellectually, strengthening them physically, nurturing them emotionally and uplifting them spiritually.

**VOLUNTEER COORDINATOR**

**DIVISION: PROGRAMS**

**REV: 08/31/21**

**FULL-TIME, EXEMPT**

**MAJOR RESPONSIBILITY:** The Volunteer Coordinator assesses the organizational need and capacity for volunteers, creates volunteer positions to support program and engagement needs, and oversees all aspects of volunteer recruitment, management, tracking and recognition.

**REPORTS TO:** Chief Operating Officer

**ESSENTIAL FUNCTIONS:**

1. Program Management
  - a. Works with Chief Operating Officer and Program Director to determine need for volunteers and opportunities for engaging organizational support through volunteer activities
  - b. Creates volunteer position descriptions
  - c. Recruits, screens, trains, and manages volunteers and interns
  - d. Develops partnerships with local schools, organizations and businesses to recruit volunteers
  - e. Works with Chief Operating Officer to identify and implement volunteer opportunities for current and potential donors and corporate groups
  - f. Develops policies and procedures for volunteer screening and oversight including child and youth protection
  - g. Maintains volunteer database and tracks volunteer time
  - h. Works with staff to identify volunteer supervisors
  - i. Creates and delivers training curriculum and trains staff to assist with the delivery of volunteer training
  - j. Works with volunteer supervisors to give feedback and direction to volunteers
  - k. Develops methods for acknowledging volunteer service and turning volunteers into organizational champions
  - l. Ensures volunteer activities take place within budget
  - m. Reports regularly on volunteer data
  - n. Evaluates the effectiveness of volunteer positions
2. External Relationships
  - a. Works with Chief Operating Officer and Program Director to ensure that all volunteer recruitment materials are high quality and branded
  - b. Assists with special events as needed
  - c. Solicits in-kind donations as needed
3. Other Duties
  - a. Attends key meetings and assists the Executive Director and Chief Operating Officer in representing the mission and interests of Project Pneuma to external groups, organizations and providers as assigned
  - b. Keeps current on issues of importance to the Organization by literature review, contact with social and professional communities, and participating in relevant conferences
  - c. Provide support, when requested, for all Organizational activities

**QUALIFICATIONS:**

***Requirements***

- Knowledge of Social Emotional Learning, Trauma-Informed Care, Adverse Childhood Experiences (ACEs), service learning, and volunteer management
- Good verbal and written communication skills and proficiency in computer systems
- Familiarity with OSHA safety regulations
- Highly-developed people skills needed to organize and motivate community volunteers
- Knowledge of partner agencies and their role
- Must be the ultimate team player and culture curator
- Excellent time-management skills and ability to carry out multiple tasks simultaneously
- Ability to analyze problems, synthesize information and develop solutions which support Project Pneuma's mission
- Must be able to utilize data as a tool to make strategic and timely decisions regarding program effectiveness and impact
- Able to conduct activities in accordance with guidelines

***Preferences***

- Bachelor's degree (or relative work experience) and a minimum of 2 years of experience in volunteer management
- Have a valid driver's license and reliable transportation