

Volunteer & Intern Coordinator



Essential Duties & Responsibilities

1. Serve as a member of the Development team.
2. Establish and maintain working relationships with individuals and organizations within the community necessary to support the outreach activities of the volunteer, intern and shelter program.
3. Manage intern and volunteer program, including orientation, training, evaluation and ongoing development.
4. Recruit volunteers and interns to fill positions as described from a diverse range of individuals, with particular attention to agency needs.
5. Work with Program leadership to ensure that interns receive appropriate orientation, training, work and peer assignments, schedules, etc.
6. Develop, coordinate and lead volunteer training and orientation sessions.
7. Recruit volunteers for fund raising and special events and provide support to the Development Coordinator in the planning and execution of these events.
8. Plan and organize the Holiday Wishes donation drive.
9. Assign volunteers and interns to meet agency needs appropriate to volunteers' and interns' interests and skills.
10. Work closely with volunteers to accomplish specified tasks, utilizing volunteer's help as much as possible.
11. Create and implement volunteer and intern recognition events and activities.
12. Serve as a speaker to community groups and other interested parties as needed.
13. Maintain, revise and edit volunteer training manuals and policies. Work with Human Resources and Program staff leadership on intern training materials, as needed. Communicate changes to volunteers and interns.
14. Document and track appropriate volunteer and intern statistical information and other volunteer program records as required. Track volunteer activity, reporting as appropriate to the Development Director.
15. Develop and implement evaluation instruments for individual volunteers and interns and the volunteer and intern programs as a whole.
16. Establish goals and objectives for the volunteer and intern programs.
17. Implement volunteer and intern procedures.
18. Develop job descriptions for volunteer and intern positions as needed.
19. Attend and participate in scheduled Program team and staff meetings to facilitate staff understanding of the utilization of the volunteer and intern programs as needed.
20. Provide guidance to volunteers and interns, when necessary, to maintain the highest standards of personal integrity, emotional maturity, responsibility, flexibility and sensitivity to the needs of shelter residents and Friendship Home employees.

21. Lead in-kind donation program which includes taking donor calls, scheduling drop offs, and ensure donations are put away properly. Recruit volunteers for assistance as needed.
22. Assist with special projects and tasks as assigned by the Development Director.