



Volunteer Coordinator

The Volunteer Coordinator recruits, trains, and places volunteers where needed in the IBCF; ensures the interests of volunteers are served and that the Foundation remains well staffed. The Volunteer Coordinator works closely with all other officers to fill positions and teams whether for one-time events or ongoing projects. Often the first person that a potential volunteer or donor comes in contact with, the Volunteer Coordinator should have excellent interpersonal and communication skills as he or she fulfills roles in public relations, management, and may assist the Fundraising Team as well. Since he or she may work on many projects at once, the Volunteer Coordinator should be self-motivated, detail oriented, organized and resourceful. The Volunteer Coordinator should be outgoing and communicate effectively with a variety of people; he or she must also adhere to the values of the Foundation and convey its purpose to others.

Specific Duties include:

- Reports to and works closely with the Vice President of the Community.
- Communicates with other Officers and Team leaders to identify volunteer needs and uses their input to design accurate job descriptions and convey accurate expectations.
- Reaches out to Band Community Members, assesses their strengths and interests, and places them in appropriate roles.
- When volunteers are needed but in short supply, organizes outreach events to attract new volunteers.
- If needed, creates job descriptions, training sessions, training materials, evaluation and other "details" to help with the placement and maintenance of volunteers.
- Matches interested volunteers with an opportunity that suits their skill set and serves the organization. Makes an effort to ensure that individual volunteers feel comfortable with their placements and fully understand their responsibilities.
- Serves in a mentoring role to new volunteers to assure they are a good "fit" for the role they are filling, provides constructive feedback, and if necessary, finds another role for them in the organization.
- Fulfills documentation requirements for student or other volunteers who have time sheets or community service hours to record.
- Keeps existing volunteers informed, stays in touch with them via email or other communications, and conveys to volunteers that they are appreciated.
- Since volunteers are unpaid and their services greatly contribute to the Foundation's mission, the Volunteer Coordinator may hold events to thank volunteers and send individual correspondences.
- Serves as a point of contact for all parties
- Recruit volunteers from both Ironwood High School and all Middle Schools.
- Assessments