



A CENTER FOR GRIEVING CHILDREN, TEENS AND ADULTS

VOLUNTEER COORDINATOR ~ JOB DESCRIPTION

Position Title: Volunteer Coordinator

Position Status: Part-Time (25-28 hours per week)

Position Qualifications: High school diploma, bachelor's degree preferred. Knowledge of computers, knowledge of customer service principles and practices, and customer friendly.

Reports to: Operations Director

Job Description: The Volunteer Coordinator's Position (VC) is crucial to our clinical, operations, and development staff. The individual considered for the position shall be willing to adjust work to accommodate expected and unexpected changes, be organized, encompass professional interpersonal skills, and have strong multi-tasking skills. The VC responsibilities include but are not limited to the following duties:

- The Volunteer Coordinator oversees and manages the volunteer program and its volunteers.
- The Volunteer Coordinator designs and implements volunteer orientation meetings and holds ongoing meetings with current volunteers.
- The Volunteer Coordinator creates and oversees volunteer policies and procedures and reviews them annually.
- The Volunteer Coordinator will track volunteer hours / review current system and maintain statistics and records.
- The Volunteer Coordinator organizes and oversees volunteers participating in all Cornerstone of Hope programs and events.
- The Volunteer Coordinator is responsible for recruiting new volunteers.
- The Volunteer Coordinator will create a monthly newsletter illustrating past events and future volunteer opportunities for current volunteers.
- The Volunteer Coordinator promotes our organization to the community, businesses, schools, and church Adheres to confidentiality law and procedures at all times.
- Attend regularly scheduled staff meetings.
- Participate in "Lend me a Hand Program" (i.e. Remembrance Ceremonies, Guest Speakers, etc.)
- The Volunteer Coordinator participates in other programs affiliated with Cornerstone of Hope (i.e. Remembrance Ceremonies, Guest Speakers, etc.)
- Performs other duties as assigned, requested or deemed necessary by management.

Orientation, 45 & 90-Day Review: All new employees are on a 90-day probation period. After 90-days Cornerstone of Hope will meet with the employee to discuss the work environment, goals, and expectations and discuss if the working relationship should continue.