

JOB DESCRIPTION

JOB TITLE: Community Outreach & Volunteer Services Coordinator

SUPERVISED BY: Director of Advancement

SUMMARY OF DUTIES:

The Community Outreach & Volunteer Services Coordinator's main responsibilities include recruiting new volunteers, training & retaining existing volunteers, and managing Upward Bound House's volunteer needs. This position reports to the Director of Advancement and should have a development perspective on volunteers.

The position requires a strong communicator that is comfortable speaking to large groups as well as one-on-one trainings. The Coordinator will implement current volunteer programs as well as explore additional opportunities volunteers can help Upward Bound House succeed. In addition, the position will be the direct supervisor of UBH's Jesuit Volunteer Corp applicant and provide management, oversight and training.

Primary Responsibilities:

- ❖ Manage all volunteer programs;
- ❖ Coordinate with staff to identify and fulfill volunteer needs;
- ❖ Maintain volunteer hours worked;
- ❖ Manage volunteer activity and schedules within the volunteer database;
- ❖ Engage in community outreach and recruitment of prospective volunteers;
- ❖ Maintain and update on-line volunteer calendar of events and database;
- ❖ Plan and conduct volunteer orientations and volunteer appreciation events;
- ❖ Perform various administrative work associated with volunteer programs;
- ❖ Process volunteer applications and background checks;
- ❖ Work with financial donors and corporate sponsors for 'Adopt and Apartment' home makeover program
- ❖ Assist in annual development plan and strategy;
- ❖ Assist with quarterly newsletters and coordinate mass mailings;
- ❖ Assist with web management, development, design and social media efforts;
- ❖ Manage office intern and Jesuit volunteer.

Qualifications:

- ❖ Bachelor's degree preferred. Experience working as a volunteer with at-risk populations highly desired;
- ❖ Assist in annual development plan and strategy;
- ❖ Assist with quarterly newsletters and coordinate mass mailings;
- ❖ Assist with web management, development, design and social media efforts;
- ❖ Manage office intern and Jesuit volunteer.