



FUHS Foundation Volunteer Manager Job Description

Summary

The Volunteer Manager of the FUHS Foundation is in charge of maintaining and growing a group of volunteers and organizing volunteers for events that the Foundation hosts or participates in.

Attributes of the ideal candidate

- Good organization and time management skills
- Excellent oral and written communication skills
- Enthusiastic and enjoys working with people
- Responsible and dependable

Duties:

- Maintaining and updating the volunteer list by communicating with participants and confirming their interest on at least an annual basis.
- Communicating with the volunteer group to share upcoming events/tasks and solicit volunteers as needed.
- Work with event planning leads to recruit and organize volunteers for Foundation events.
- Create the volunteer schedule for events.