



Volunteer Coordinator Volunteer Job Description

Job Summary: The Volunteer Coordinator Volunteer will support the recruitment, management, and engagement of volunteers for We Are One United. This role is ideal for individuals passionate about fostering community involvement, developing organizational skills, and contributing to meaningful causes.

Key Responsibilities:

1. **Volunteer Recruitment:**
 - Assist in identifying potential volunteer sources, such as community groups, schools, and online platforms.
 - Participate in outreach efforts to attract individuals interested in volunteering.
 - Help distribute volunteer recruitment materials and communicate opportunities.
2. **Volunteer Onboarding and Training:**
 - Support the preparation of volunteer orientation materials and sessions.
 - Assist with the paperwork and documentation required for new volunteers.
 - Collaborate in providing training to new volunteers, sharing information about the organization's mission, values, and expectations.
3. **Volunteer Management:**
 - Maintain accurate volunteer records and profiles in the organization's database.
 - Help match volunteers with appropriate roles based on their skills and interests.
 - Support the scheduling of volunteer shifts and assignments.
4. **Communication and Engagement:**
 - Assist in sending regular communications to volunteers, including updates, event information, and appreciation messages.
 - Encourage volunteers to share their experiences and suggestions for improvement.
5. **Event and Activity Support:**
 - Collaborate with the Volunteer Coordinator in organizing volunteer-driven events and projects.
 - Assist with event logistics, setup, and coordination of volunteer activities.
 - Engage with volunteers during events to ensure a positive experience.
6. **Recognition and Appreciation:**
 - Contribute to recognizing volunteers' contributions through thank-you notes, certificates, and appreciation events.
 - Gather success stories and feedback from volunteers to showcase their impact.

Qualifications:

- Enthusiasm for volunteerism, community engagement, and social impact.
- Strong communication skills, both written and verbal.
- Attention to detail and organizational abilities.
- Ability to work collaboratively as part of a team.
- Empathy and strong interpersonal skills.
- Proficiency in basic computer applications and data entry.

Preferred Skills:

- Previous volunteer experience or involvement in nonprofit organizations.
- Knowledge of volunteer management principles and best practices.

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- Familiarity with communication platforms and social media.

Working Conditions:

This volunteer role may involve both remote and on-site work, depending on the needs of the organization. Some evening and weekend availability might be required for events.

Application Process:

To express your interest in the Volunteer Coordinator Volunteer role, please submit a brief statement outlining your motivation, any relevant experience, and your availability to admin@weareoneunited.org.

We Are One United welcomes individuals of all backgrounds to contribute to its volunteer team.