

Volunteer Coordinator

Reports to: Director of Operations

Position Type: Part-Time, Non-Exempt

Hours per Week: 20

Annual Salary: \$17.00 - \$20.00 per hour

About Keystone Opportunity Center:

Keystone Opportunity Center is a 501(c)(3) non-profit organization that offers a comprehensive array of social services that educate, encourage and empower people to become self-sufficient. Keystone Opportunity Center is housing the homeless, feeding the hungry, and educating adults and families in Bucks and Montgomery counties. For more information about Keystone's programs, services, and activities, visit <https://keystoneopportunity.org/>.

Position Summary: Keystone Opportunity Center is seeking a dynamic Volunteer Coordinator to lead our volunteer army and increase the impact they have in the community. The Volunteer Coordinator develops and maintains relationships with our volunteers. You will be an integral part of furthering our mission by recruiting, managing, and retaining the necessary volunteer base, tracking and achieving higher volunteer engagement, mentoring and teaching volunteers, and supporting both fundraising and programming activities.

Key Responsibilities:

Recruit Volunteers The Volunteer Coordinator will use a variety of methods to attract suitable candidates. They will develop and implement strategic volunteer focused communication and marketing plans, in collaboration with the Director of Marketing and Communications, to attract new volunteers to the organization. The Volunteer Coordinator will interview potential volunteers to determine if they are a good fit for our organization.

Perform all Volunteer Duties, as Necessary The Volunteer Coordinator will be the one to act as the volunteer substitute when there are not enough volunteers in attendance. Duties may include (but are not limited to) supporting program and fundraising events.

Train Volunteers Once a new volunteer comes on board, it's the Volunteer Coordinator's responsibility to provide comprehensive training. You will conduct orientation sessions, give new volunteers tours, and help new volunteers get settled into their roles. This responsibility demands a patient and mentoring personality to be successful.

Develop New Volunteer Programs As Keystone continues to grow, there are many opportunities to leverage volunteers across all areas of the organization. The Volunteer Coordinate will assist in determining what expertise is needed to achieve Keystone's goals and develop applicable volunteer teams.

Optimize Volunteer Administration The volunteer program has grown organically over the years. Your role will be to identify improvement opportunities and propose and implement processes and solutions to improve the effectiveness of the volunteer teams.

Create Program Reports Without the right data, it's difficult to determine if a volunteer program is meeting its goals. It is your responsibility to collect data from volunteers and staff members, use the data to create reports, and distribute those reports to key CHR personnel.

Schedule Volunteers The Volunteer Coordinator works closely with volunteers to come up with a schedule that works for everyone. If the organization has special needs or an event planned, the Volunteer Coordinator is responsible for ensuring the right number of volunteers are available to make the event a success. You will also be responsible for corresponding with and scheduling volunteer groups from local businesses and organizations.

Other Tasks as Assigned: As this position grows, you will be asked to take on other tasks to support the organization's programming and operations.

Qualifications:

- Commitment to the goals, values, and mission of Keystone Opportunity Center
- Strong interpersonal skills and able to work collaboratively with individuals across all backgrounds
- Excellent communication skills
- Must be organized and have a keen attention to detail
- Ability to prioritize projects and meet deadlines
- Analytical skill to work with data to create reports that support the evaluation of our engagement efforts
- Must be proficient in Microsoft Office Suite
- High school diploma or GED or relevant experience required. Bachelor's degree preferred.

How to Apply: Interested candidates should submit a resume, cover letter, and three references to athomas@keystoneopp.org with the subject line "Volunteer Coordinator".

Keystone Opportunity Center is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.