

## **Volunteer Coordinator**

Title: Volunteer Coordinator

Supervisor: Fremont Area United Way Executive Director

Classification: Grant funded position

The volunteer coordinator is the pivotal point of contact for all incoming volunteer teams. Responsible for speaking first to potential volunteers by phone or by email, the coordinator makes the initial impression. The person must have good communication skills and good organizational skills. This person must stay up to date on the work that needs to be done in order to help recruit teams.

### **General Responsibilities**

- Keep records of volunteer activities
- Communicate with teams, Construction Manager and Committees of Long Term Recovery
- Arrange for team accommodations
- Maintain knowledge of overall recovery process for the specific disaster
- Act as liaison to other recovery organization for sharing and receiving volunteers
- Will participate, help and support position moving from grant funded to sustained United Way Volunteer Coordinator. (At that time the job will be connecting volunteers with community needs)

### **Specific Responsibilities**

- Create "Volunteer Packet", including but not limited to introduction to the organization, team preparation and debriefing, health or other site-specific disaster information, volunteer forms (i.e. Skill Sheet, Liability release, medical release and information)
- Arrange for team housing when needed
- Keep local community and Long Term Recovery updated on volunteer needs and incoming teams
- Encourage local churches to provide for teams (food, lodging, church service, etc.)
- Keep records on number of teams, number of volunteers, number of hours worked and on which projects. This is done in cooperation with the Construction Manager
- Schedule teams with Construction Manager to match appropriate sites with teams

- Keep current information on construction and volunteer needs
- Keep LTRG updated on needs and activities of volunteers
- Post volunteer schedule in a clearly visible area of the office
- Communicate to teams the location of work sites, directions to sites, (as needed by Construction Manager), and local amenities
- Orient volunteers providing all pertinent information (Refer to Orientation Check List and LTR Hospitality Documents)
- Provide some form of recognition to teams who have served (thank you notes, certificate, appreciation dinner, etc.)
- Complete monthly and annual grant requirements

**Needed Skills**

- Good telephone skills and pleasant voice
- Clear communication of directions and other information to teams, Construction Manager and housing sites
- Flexibility and ability to multitask
- Good organizational skills
- Knowledge of data management software, such as Microsoft Access and Excel
- Ability to solve problems independently, effectively and creatively
- Ability to communicate effectively both verbally and in writing

**I have read and understood the volunteer position responsibilities and standards for my volunteer position.**

\_\_\_\_\_  
Employee's/Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date