

## SAMPLE JOB DESCRIPTION

### COORDINATOR OF VOLUNTEERS

(This position may be paid or unpaid and may be necessary or unnecessary until such time as a volunteer program is actually operating. If the duties as outlined below are to be assumed by existing staff, other than a Volunteer Coordinator, they should be included in the job descriptions of staff responsible for administering the volunteer program and coordinated through regular staff meetings. Depending on the size of a Society, some of the duties might also be assumed by a Volunteer Committee of the Board.)

**General Definition:** Under the supervision of the Executive Director, is responsible for planning, organizing, developing, directing, coordinating, supervising, and evaluating the Society's volunteer activities and programs.

**Qualifications:** Proven organizational, planning, and managerial skills; understanding of human behavior, motivation, and needs; the ability to develop others' capabilities; good judgment; enthusiasm, interest, and experience in working with people; ability to work with people of all ages; an understanding and knowledge of volunteer services in the health field; skilled in communicating; willingness to work irregular hours.

**Responsible to:**

The Executive Director or other designated person.

Shall also work in conjunction with the Chairman of the Volunteer Committee of the Board of Directors.

**Duties**

Create a climate of acceptance for volunteers among the staff;

Identify specific programs, activities, and related work where volunteer services can be utilized and, with staff and volunteer assistance, prepare and review periodically job descriptions for each position to which a volunteer might be assigned;

Develop studies, pilot projects, and experimental programs to determine the need for volunteer manpower;

Establish and periodically review policies defining the roles and responsibilities of volunteers, staff, and clients with whom volunteers have contact;

Plan and conduct a year-around program of recruitment, interviewing, and screening of volunteers;

Plan, organize, and initiate orientation, training, and continuing education for volunteers, staff, and clients;

Assist with, or be responsible for, the orientation of new board members and for board development activities;

Be responsible for placing and scheduling volunteers;

Assure the supervision and performance evaluation of volunteers by supervisors;

Maintain essential files on volunteers and records of volunteer participation;

Prepare needed manuals, guides, and procedures;

Develop and coordinate a year-around plan of recognition and awards for volunteers and staff working with them;

Provide for the development of future leadership through a youth volunteer program;

Evaluate on a regular basis the volunteer program, devising methods for improving it and recommending needed policy to the Volunteer Committee;

Serve as a liaison between the Society, the community, and other organizations on all matters pertaining to volunteers;

Be responsible for providing speakers, informational material, and educational programs, and for making publicity arrangements concerning the Society's volunteer program to create a public image which will attract volunteers;

Monitor legislation affecting volunteers;

Develop budget materials and maintain appropriate fiscal controls;

Prepare periodic reports on the volunteer program.