



JOB DESCRIPTION

Volunteer & Outreach Coordinator

REPORTS TO: Chief Advancement Officer

EDUCATION & EXPERIENCE: High School Diploma or equivalent, Demonstrated knowledge of how volunteers benefit the culture of WFM and how community outreach positively affects patient recruitment and community relationships.

SKILLS: Computer literacy; communication and presentation skills; strong organizational and team coordination abilities; solid time management skills with a proven ability to meet deadlines; analytical and problem-solving skills; ability to prioritize tasks and delegate them when appropriate; ability to function well in a high-paced and, at times, stressful environment.

PRIMARY DUTIES:

- Promote and maintain a wide range of volunteer opportunities within the organization
- Host and attend recruiting events within the community to attract qualified candidates
- Recruit, interview, and place applicants for volunteer work
- Oversee credentialing for volunteers
- Monitor volunteer program and provide support
- Coordinate orientation and placement
- Arrange for appropriate training when needed
- Confer with volunteers to resolve grievances and promote cooperation and interest
- Raise provider/staff awareness of role and function of volunteers
- Keep detailed records of volunteers' information and assignments
- Provide timely statistical and activity reports on volunteer participation
- Assign responsibilities for special events
- Coordinate teams of volunteers for large-scale actions
- Coordinate within the organization to identify gaps in volunteering
- Disseminate information for upcoming actions and events
- Develop and maintain relationships with other volunteer organizations within the area
- Oversee and monitor the Reach Out & Read program
- Manage orders and inventory and produce updates and reports for Reach Out & Read
- Deliver books to clinics needing additional inventory

OTHER DUTIES:

Assist with Administration phones, tasks, and errands
Other duties as assigned by supervisor

PHYSICAL AND MENTAL REQUIREMENTS:

Visual and auditory accuracy
Indoor setting
Continuous use of computer and calculator
Long periods of sitting
Frequent use of telephone
Continuous repetitive grasping and manipulation of both hands
Continuous conversational communication
Occasional reaching, walking, squatting, bending, kneeling, twisting and climbing
Occasionally carrying, lifting, pushing and pulling of up to 25 lbs.

Occasionally working in confined, noisy, dusty areas
Frequent use of personal car
Understand/carry out simple/detailed, oral/written instructions
Memorize and retain instructions
Read and interpret detailed specifications

REVIEWED WITH EMPLOYEE:

Employee

Supervisor

Date