



POSITION TITLE: Volunteer Coordinator Member

REPORTS TO: Director of Education & Training

JOB SUMMARY: Under the direct supervision of the Director of Program Services, the Volunteer Coordinator manages the volunteer program including recruitment, training, and coordination.

I. Volunteer Supervision

1. Recruit, train and coordinate volunteers.
2. Coordinates volunteer schedules to assist in maintaining consistency in delivery of services to clients served by the organization.
3. Development and review of all volunteer training materials.

II. Organizational Program Supervision

1. Coordinates a comprehensive volunteer program to ensure adequate assistance to all staff positions within the organization.
2. Assesses and coordinates volunteer training needs.
3. Implements volunteer stewardship practices
4. Tracks data regarding volunteer recruitment, retention and engagement.
5. Stays up-to-date on industry trends and best practices and is involved in professional development groups.

IV. Community Awareness and Support

1. Participates in speaking engagements, workshops, and seminars representing the organization in a knowledgeable and professional manner.
2. Coordinating and collaborating with community partners.
3. Supports planning of MSH events and volunteer support for events.
4. Manages digital presence for volunteer program
5. Provide support/referral for tax assistance services.