

Volunteer Coordinator Job Description

Title: Volunteer Coordinator

Supervisor: Long Term Recovery Operations Group, Executive Director

The volunteer coordinator is the pivotal point of contact for all volunteer teams and volunteer activities. The coordinator is responsible for serving as the first point of contact to potential volunteers including skilled rebuild teams, managing processes to engage volunteer teams and to connect them to appropriate activities, ensuring that all required volunteer documentation is in place, and assuring all aspects related to teams and their work details are coordinated in order to ensure safe and productive volunteer experiences. The coordinator must stay up to date on the full scope of tornado recovery work in order to help recruit and support the teams that will help our region accomplish it.

General Responsibilities

- Maintain knowledge of overall tornado recovery process and the LTROG
- Maintain awareness of and cultivate meaningful volunteer activities
- Plan and execute select volunteer events and activities
- Recruit and serve as a liaison to volunteer teams
- Manage records related to and report on volunteer teams and activities
- Interface with teams and the LTROG Construction Manager
- Arrange for team accommodations and hospitality
- Act as liaison to other recovery organizations for sharing information and receiving volunteers

Specific Responsibilities

- Assist in keeping the local community updated on volunteer needs and incoming teams.
- Create and issue "Volunteer Packets", including but not limited to an introduction to the LTROG, 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 and hospitality when needed
- Provide and share opportunities for the local community to engage with teams (providing food, lodging, etc.)
- Manage and report on information related to volunteer needs, teams and activities.
- Schedule individual teams (working in conjunction with the construction manager) to match their availability and competencies to appropriate worksites. Maintain and communicate overall volunteer schedule and when appropriate, sign-up genius, to allow volunteers to connect to opportunities.
- Communicate to teams the location of work sites, directions to sites (as needed by Construction Manager), local amenities, and other pertinent information.
- Develop and deliver volunteer orientations to provide all pertinent information teams will need to be safe and successful.
- Leverage the resources of the LTROG Volunteer Team, the PDA call center and others to accomplish the work.
- Provide some form of recognition to teams who have served (thank-you notes, appreciation dinner, etc.).

Needed Skills

- Associate degree
- Minimum of 3 years' experience working with volunteers and volunteer driven events
- Minimum of 3 years' experience organizing and executing projects, events and/or activities
- Strong interpersonal and verbal and written communication skills
- Exceptional organizational skills
- Flexibility and ability to multi-task
- Strong working knowledge of Microsoft office products
- Experience in managing and reporting data
- Ability to solve problems independently, effectively, and creatively

