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**NON-PAID VOLUNTEER COORDINATOR JOB DESCRIPTION**

**Release & Refresh Women’s Empowerment Series, Inc. is a 501(c)(3**) **non-profit Public Charity dedicated to improving the Emotional, and Spiritual health and overall quality of Life of Women, Girls and Families of Color through Holistic Empowerment Programs, Mentoring, Events, and Conferences. We are a volunteer organization looking for loyal, dedicated, and energetic volunteers who strongly support our mission. All volunteers & staff are “at-will.”**

**Responsibilities**:

# The Coordinator will train volunteers, schedule, and manage volunteer services. Responsible for aspects of volunteer services including assessment, orientation, staff training, scheduling of assignments, and recruitment. All volunteers will meet with President or final designee before final selection. KEY REPORTING RELATIONSHIPS:

# Reports to the President/Executive Director, Event Coordinator and/or Designee. ESSENTIAL DUTIES: • Works closely with President/Designee in communicating all volunteer activities,

# needs and projects.

# • Coordinates recruitment and support of volunteers by understanding and defining the

# volunteer role and providing training and orientation. • Collaborates with volunteers through effective communication, resolving challenges,

and evaluating and addressing issues including scheduling.

• Responsible for volunteer assignments including events, ensuring events are staffed

and volunteers are aware of their assignments and have the resources needed to fulfill

their volunteer assignments. The lead contact for volunteers.

• Ensures accurate and thorough communication to all volunteers on the teams/groups

assigned, as well as with necessary staff members.  
  
• Coordinates recognition of volunteer teams and individuals in collaboration with

manager and other organization agency leaders.

• Coordinates annual Volunteer Recognition lunch in November.

• Maintains volunteer files and ensures all information including availability, skills and

interests are updated in a timely manner.

• Attends team meetings as needed and documents the volunteers needs in a timely

manner to support volunteers in their ability to work.

• Coordinate FBI background checks of all volunteers  
  
• Other duties and responsibilities as assigned.  
  
**CORE COMPETENCIES:**  
  
• Ability to work with all levels of management.

• Ability to follow directions.

• Demonstrates the ability to contribute to the organization’s vision and mission,

maintains appropriate personal and professional boundaries.  
  
• Possesses excellent written and verbal communication skills as well as

problem-solving skills.  
  
• Manages challenges and change with flexibility, creativity, and a positive outlook.  
  
• Demonstrates proficient skills in databases, Microsoft Suite, Outlook, Excel,

Google Docs, and internet required.  
  
• Actively participates in applicable organization meetings.  
  
**POSITION QUALIFICATIONS:**

* Committed and dedicated to the mission of the organization
* Excellent interpersonal skills
* Excellent organizational and multi-tasking skills
* Experience with Microsoft Suite, Google Docs, recording keeping,
* Reporting, correspondence, etc.
* Excellent verbal & written communication skills
* Public Speaking and training experience
* Ability to work with diverse populations
* Ability to work under pressure
* Must be flexible
* Excellent Conflict resolution skills
* Continually evaluating the status of the volunteer program
* The ability to work a schedule that will include weekends, & some evenings.