



## Volunteer Coordinator Job Description

### Our Agency:

Reclaim is a community-driven resource providing pathways to stability, opportunity & connection. Our goal is to increase housing stability and community connections in the Valley through comprehensive support services.

### The Front Door Program:

The Front Door Community Service Center is a new program aimed at providing support services to anyone in need, with a focus on increasing housing stability and community connection. The Front Door services include a free clothing boutique, Threads of Kindness, and an emergency food pantry, as well as drop-in social service navigation and case management services for all members of our community facing housing instability.

### Job Summary:

The Volunteer Coordinator serves as the first point of contact for community members interested in volunteering at The Front Door Community Service Center. The Volunteer Coordinator will administer all aspects of The Front Door's volunteer program including recruiting, training, and supporting volunteers. This position ensures that the clothing boutique and emergency food pantry run smoothly and effectively. This role offers an opportunity to make a meaningful impact on the lives of individuals in need and contribute to the mission of increasing stability and connection in our community.

Classification: Part-time, Volunteer  
Compensation: None  
Schedule: Highly flexible, approximately 15 hours per week  
Location: The Front Door and remote  
Supervisor: Director of Programs

### Responsibilities and Duties:

#### Supervisory Responsibilities:

- Recruits, interviews, screens, and assists with training

#### Duties/ Responsibilities:

- Communicates with The Front Door staff to identify available opportunities and needs for volunteers.
- Recruits volunteer staff to fit these roles using a variety of resources and techniques.
- Gathers information about each volunteer's skills, availability, and goals; matches volunteers with appropriate opportunities based on this data.
- Conducts orientation sessions and provides ongoing training for volunteers in conjunction with other staff.
- Schedules, coordinates, and assigns volunteers to appropriate departments, supervisors, and/or mentors.
- Regularly communicates with volunteers to ensure placement is a good fit for individual's skills and goals.
- Maintains files, records, applications, and other data concerning volunteer program.
- Performs other related duties as required.

## **Desired Qualifications, Education, and Experience:**

- Some college-level social services coursework is preferred.
- Two years of human services work or volunteer experience.
- Experience working with diverse populations in a compassionate and respectful manner.
- Ability to work independently and make confident decisions.
- Strong interpersonal and communication skills.
- Proficient with Microsoft Office Suite or related software.
- Physical ability to perform duties and maintain required certifications.
- An equivalent combination of lived experience, education and work experience sufficient to successfully perform the essential duties of the job as listed above.

## **Job Requirements:**

- Prolonged periods sitting at a desk and working on a computer.
- Use of hands for typing and handling.
- Frequent communication by phone and email.
- Standing, reaching, stair climbing, driving, talking, and hearing.
- Specific vision abilities required include close vision.
- Occasional lifting and/or moving up to 15lbs.
- Washington State Driver's License, acceptable driving history and proof of insurance.
- Following safety and prevention protocols recommended by the Seattle/King County Public Health Department, including mask-wearing during times of high transmission of respiratory illness.

## **Equal Opportunity Employment:**

Reclaim is an equal opportunity employer, making employment decisions based on merit and business needs, without discrimination based on various characteristics protected by law. As an equal opportunity employer, we are committed to fostering a workplace that values diversity, equity, and inclusion. We believe that every individual deserves to be treated with respect and given fair opportunities for employment and career growth, regardless of race, ethnicity, gender, sexual orientation, age, disability, religion, or any other characteristic protected by law. By embracing diversity, we enrich our company culture, enhance innovation, and ensure that our workforce reflects the communities we serve. We actively promote a work environment where all employees can thrive and contribute their unique perspectives and talents to our shared goals.

## **Disclaimer:**

The job description indicates the general nature of this job and is not an exhaustive inventory of all duties, responsibilities, and qualifications.