



racialunityteam1@gmail.com

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Non-profit 501 (C) (3)

Position Description: Volunteer Coordinator

The Volunteer Coordinator's responsibilities include responding to inquiries from prospective volunteers, keeping a record of volunteer information and skills, matching volunteers to opportunities that suit their skills, and keeping volunteers informed of new opportunities within the organization.

Volunteer Coordinator Responsibilities:

- Recruiting and placing new volunteers in suitable committees or projects.
- Collecting volunteer information, availability, and skills, and maintaining up-to-date records.
- Using marketing tools such as outreach programs, e-mails, and volunteer databases.
- Keeping new and existing volunteers informed about the organization and volunteer opportunities.
- Matching volunteers to opportunities that suit their skill sets, and ensuring they understand their responsibilities and receive the proper guidance.