



Job Posting

Job Title: Volunteer & Outreach Coordinator
Job Status: Permanent, Part-time, Hourly & Non-Exempt

STATEMENT OF THE JOB:

This position is responsible for directly engaging, recruiting, and managing volunteers, and/or providing guidance, support, resources and tools to staff and community who supervise volunteers.

ESSENTIAL FUNCTIONS:

- Responsible for planning outreach efforts and for scheduling & staffing community outreach events
- Responsible for recruitment and placement of volunteers
- Responsible for scheduling volunteer interviews and trainings
- Responsible for volunteer intake, assessment, orientation and training, supervision, and exit interviews
- Responsible for volunteer recognition
- Responsible for data entry and maintenance of Volunteer Database
- Responsible for volunteer matching, maintaining this database, and providing community volunteer trainings

QUALIFICATIONS AND EXPERIENCE:

- Experience in the non-profit sector
- Ideal candidate will have experience as a volunteer
- Supervisory experience preferred

KNOWLEDGE / SKILLS / ABILITIES:

- Strong computer skills
- Flexibility
- Excellent interpersonal skills
- Project coordination experience
- Ability to work well with all levels of internal management, staff, and volunteers
- Sensitivity to confidential matters
- Great organizational skills
- Proficient in MS Office
- Excellent communication skills
- Excellent writing skills

- Ability to shift from one task to another

Schedule:

- 30 hours per week, with some evening and weekend hours required

Rate of Pay:

- \$10/hour

Persons are recruited, hired, assigned and promoted only on the basis of job related criteria and without regard to age, color, familial status, gender, gender identification, marital status, national origin, non-job related disability, race, religion, sexual orientation, veterans' status.

Submit cover letter and resume by Friday, August 19th, 2016 at 4pm

Mail:

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