



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

POCONO FAMILY YMCA JOB DESCRIPTION

Job Title: **Volunteer Coordinator**

Status: Part-Time

Reports to: Director of Social Responsibility

Department: Administrative

Revision Date: 7/28/17

POSITION SUMMARY:

This position supports the work of the Y, a leading non-profit committed to strengthening community through youth development, healthy living and social responsibility. Supports volunteerism through recruiting, placing and tracking volunteers with the YMCA.

ESSENTIAL FUNCTIONS:

1. Works with others to develop strategies for volunteer recruiting and placement (not including policy volunteers).
2. Works with supervisors to determine current needs for volunteers.
3. Meets with volunteer applicants to assess areas of interest and determine possible placement of applicants. Screens volunteers and forwards copies of applications to appropriate supervisors.
4. Coordinates marketing of volunteer opportunities and determines best recruiting avenues to reach diverse groups.
5. Makes presentations to outside groups regarding the benefits of volunteering at the YMCA.
6. Develops and maintains relationships with community recruiting sources such as local high schools and colleges.
7. Maintains volunteer files.
8. Ensures tracking and reporting of volunteer hours. Generates volunteer reports on a monthly basis.
9. Coordinates volunteer orientation, development and recognition program.
10. Performs other duties as assigned and in accordance with the planned Chart of Work.

YMCA COMPETENCIES (Team Leader):

Mission Advancement: Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development and recognition. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. Bachelor's degree in related field or equivalent preferred.
2. One to two years related experience preferred, as a coordinator of people or activities.
3. Ability to use typical business software and office equipment.

4. Understanding of the role of volunteerism within the YMCA.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.

SELF MOTIVATION & INNOVATION:

To be able to accomplish the goals set forth in this job description, the incumbent will need to possess a *will to succeed*. "What can I do to advance the Y and help it become more successful?" should be the mind-set. The heart of the position will be the ability to look past "what is" and to see "what can/should be". A high level of self-motivation and innovation/creativity is required to be successful at this position.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____