



**Position:** Volunteer Coordinator  
**Reports to:** Community Programs Director  
**Status:** Full-Time Employee  
**Last updated:** March 15, 2021

#### **POSITION OVERVIEW:**

The Volunteer Coordinator will work under the supervision of the Community Programs Director to lead volunteer engagement initiatives as well as collaborate with the Development and Program teams to ensure that the Organization continues to maintain, refine, and develop a comprehensive Volunteer Program which supports the mission of the organization. The role is responsible for all recruitment, training, supervision, and recognition of Periwinkle Volunteers in the office and at special events and programs throughout the year. The Volunteer Coordinator is also to assist with supervising the organization's summer interns and is primarily accountable for maintaining the integrity of the volunteer database.

#### **KNOWLEDGE:**

This position requires the ability to effectively communicate and build relationships with Periwinkle volunteers. Must be able to supervise, direct, lead and motivate volunteers to accomplish organization goals and have effective relationship building skills. He or she should have understanding of the fluid and flexible nature of volunteer work and be able to adjust accordingly. The Volunteer Coordinator should possess strong organizational skills, communication and decision-making skills and the ability to work independently and also as part of a team. He or she must be able to plan, develop, and execute volunteer programs and events. Must have strong customer service skills. Must have the desire to develop and lead a top-notch Volunteer Program.

#### **RESPONSIBILITIES AND ESSENTIAL DUTIES:**

- Recruits volunteers to support The Periwinkle Foundation's operational, programming and fundraising efforts.
- Facilitates a complete onboarding process for new volunteers which includes giving office tours, conducting volunteer interviews, scheduling training, completing background checks, making volunteer files, and introducing new volunteers to all staff.
- Ensures complete setup of volunteers in DonorPerfect.
- Maintains the electronic volunteer database and volunteer service hours, working with staff to ensure that all volunteer hours and group volunteer hours are captured.
- Continually assesses and updates current volunteer needs and distributes the information to individual and group volunteers.
- Develops and maintains updated volunteer job descriptions.
- Updates and maintains volunteer training materials.
- Assists with overseeing the work of the Summer Programs Coordinator Intern, who manages Camp Periwinkle Day Volunteer opportunities.
- Works on filling staff requests for volunteer needs for office projects, programs, and special events.
- Enhances volunteer integration and cultivation by monitoring their experience and setting up a regular follow-up plan.
- Prepares regular reports on the volunteers, volunteer service and the volunteer program.
- Develops and maintains Volunteer Communications System/Newsletter.
- Manages recognition of volunteers throughout the year including birthday and holiday cards.
- Represents The Periwinkle Foundation in the community and at special events, when requested.
- Plans and executes three (3) Friends of Periwinkle events throughout the year, including the Annual Hops & Hot Tamales Event.

- Plans and executes annual Volunteer Appreciation Event.
- Other responsibilities, as assigned by the Community Programs Director.
- **QUALIFICATIONS**
- Fluency in Spanish is preferred
- At least two (2) years of experience in youth programs, volunteer coordination, or other related non-profit experience
- Ability to develop and implement high quality programming
- Ability to recruit and manage a diverse population of volunteers
- Ability to establish and maintain positive relationships with community and volunteers
- Ability to work with a high degree of independence, initiative and creativity
- Ability to incorporate mission awareness into all activities
- Exceptional written, verbal and interpersonal communication skills
- Ability to engage in public speaking
- Ability to communicate effectively at all levels of an organization and with individuals and groups from different disciplines and cultures
- Ability to learn and use Donor Perfect as a volunteer management database
- Computer skills, including Microsoft Office Suite including Outlook, Word, Excel, and PowerPoint
- Excellent interpersonal and team building skills
- Strong organizational skills and a focus on customer service
- Ability to thrive in a fast-paced environment
- Ability to effectively manage a wide array of tasks, projects and responsibilities

#### **WORK CONDITIONS:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- Walking
- Bending
- Standing
- Sitting
- Driving
- Extended hours and/or nights and weekends as needed
- Lifting up to 50 lbs with or without assistance
- Hearing
- Seeing
- Speaking and communicating effectively with clients, staff and others with diverse backgrounds
- Operating computers and standard office equipment
- Exposure to outside activities that could include extreme temperatures or inclement weather
- Required to travel as business conditions dictate.
- Subject to background screening and drug and alcohol testing

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#### **ADA JOB REQUIREMENTS:**

Reasonable accommodations will be made to ensure that the essential functions of the job can be performed and not hinder the employee's performance due to physical, mental or emotional disability.

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#### **EQUAL EMPLOYMENT OPPORTUNITY:**

Periwinkle Foundation is an equal opportunity workplace. All employment decisions are made without regard to sex, race, color, religion, national origin, citizenship, age, disability, marital or veteran status, sexual orientation, gender identity or expression, or any other legally protected categories. This includes providing reasonable accommodation if requested for disabilities or religious beliefs and practices.

#### **To Apply**

Please send cover letter and resume to Abby Vierling at [avierling@periwinklefoundation.org](mailto:avierling@periwinklefoundation.org). No phone calls, please.