



I Turn Research into Empowerment and Knowledge

## Volunteer Coordinator

<b>Committee:</b>	Management Committee
<b>Location:</b>	Virtual
<b>Job Title:</b>	Volunteer Coordinator
<b>Reports To:</b>	Management Committee Chair

<b>Type of position:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Full-time</li><li><input type="checkbox"/> Part-time</li><li><input type="checkbox"/> Contractor</li><li><input type="checkbox"/> Intern</li><li><input checked="" type="checkbox"/> Volunteer</li></ul>	<b>Hours_____ / week</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Exempt</li><li><input type="checkbox"/> Nonexempt</li><li><input checked="" type="checkbox"/> N/A</li></ul>
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### General Description

Maintains and enhances i-Trek's volunteer coordination by planning, implementing and evaluating volunteer relations, policies, programs and practices.

### Essential Duties

- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Maintains organization's volunteers by establishing a recruiting and interviewing program; conducting and analyzing exit interviews; recommending changes.
- Prepares volunteers for assignments by establishing and conducting orientation and training programs.
- Ensures legal compliance by monitoring and implementing applicable federal and state requirements, conducting investigations, maintaining records and representing the organization at hearings.
- Maintains management guidelines by preparing, updating and recommending volunteer coordination policies and procedures.
- Maintains historical volunteer records by designing a filing and retrieval system; keeping past and current records.
- Completes volunteer coordination operational requirements by scheduling and assigning volunteers; following up on work results.
- Maintain volunteers by recruiting, selecting, orienting and training.
- Contributes to team effort by accomplishing related results as needed.

**Work Experience Requirements**

- Volunteer Coordination Management
- Performance Management
- Communication Processes
- Supports Diversity
- Classifying Volunteers
- Organization
- Basic computer literacy and some knowledge of word processing software and email
- Proficiency with Google Docs
- Ability to set priorities, multitask, manage time, meet deadlines and be willing to take initiative to ensure a project succeeds as necessary. An impeccable commitment to follow through and attention to detail is a must.

**Education Requirements**

None

**Normal Working Hours and Conditions**

- All volunteers are expected to attend monthly committee conference calls and complete and assigned tasks.
- Applicants are expected to have timely responses to email.
- Commitment will not exceed 10 hours per week.
- Volunteers must comply with i-Trek’s Volunteer Code of Conduct (provided shortly after initial interview to all perspective applicants).
- Hours outside of your usual schedule will be expected (some evenings and weekends will be necessary).
- All volunteers should be willing and able to work virtually.

<b>Reviewed By:</b>		<b>Title:</b>	
<b>Approved By:</b>		<b>Title:</b>	
<b>Date Posted:</b>			
<b>Date Hired:</b>			

**Equal Opportunity Employer**

i-Trek is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.