

JOB DESCRIPTION

The overall purpose of the Volunteer Coordinator is to support the Church Health volunteer program's planning and implementation. Partner with Development team to assist delivery of fundraising, recruiting events.

RESPONSIBILITIES

- Help with recruiting and orientation of non-medical and nurse volunteers.
- Assist onboarding all new non-medical volunteers and interns. Assist in the training and development of all new volunteers.
- Continue support of intern/volunteer and staff relations during internship at Church Health.
- Support the collection of volunteer hours and generation of volunteer reports for internal use and for publication.
- Assist departmental staff in the development of volunteer group projects and creating volunteer positions.
- Support volunteer recognition and Christmas card program through ongoing, yearly record/list maintenance and all card related activities from October- January.

QUALIFICATIONS

- Bachelor's degree in business administration/Non-Profit Management or other related field from an accredited College or University or Business School Certification.
- At least two (2) years of experience in volunteering in a non-profit organization.

SPECIAL SKILLS & KNOWLEDGE

- Excellent communication, time management and computer skills.
- Possess strong ability in exercising good independent judgment, prioritizing, and handling multiple tasks and projects concurrently.
- Non-Profit, Volunteer Coordination, Event Coordination preferred