



## Volunteer Coordinator Job Description

**POSITION TITLE:** Volunteer Coordinator

**REPORTS TO:** Client Services Manager

Exempt

Non-exempt

**Job Summary:** A Volunteer Coordinator at a non-profit organization is responsible for coordinating all aspects of the volunteer program under the supervision of the Client Services Manager, who will determine volunteer needs for all programs in the Center and oversee Volunteer Coordinator job duties.

### Job Functions:

Recruitment of volunteers:

- Seek out and participate in webinars and training sessions on volunteer care, and as requested by the Client Services Manager.
- With the Client Services Manager, develop strategies to attract and recruit new volunteers for EWYL programs and other Center specific needs.
- Coordinate with the Creative Team to post volunteer opportunities on various platforms (websites, social media, etc.).
- Attend community events to promote volunteerism for the Center as a whole and for individual programs such as EWYL, Men's and Couples' coaching, and Medical.

Volunteer Screening and Selection

- Review applications and conduct interviews.
- Coordinate and schedule facility tours with Client Services Manager and the Nurse Manager.
- Perform background checks if necessary.
- Match volunteers with suitable roles based on their skills, interests, and availability.

Volunteer Training and Orientation:

- With the Client Services Manager, organize and conduct training sessions for new volunteers on a quarterly basis or more often as needed.
- Provide orientation on the organization's mission, values, and policies.
- Ensure volunteers understand their roles and responsibilities.
- Plan and execute post-training communications to help on-board volunteers and set expectations.

Scheduling and Coordination:

- Create and manage volunteer schedules to ensure coverage for events and activities.
- Communicate upcoming events, shifts, and tasks to volunteers through a monthly newsletter.

Volunteer Supervision and Support:

- Provide ongoing support and guidance to volunteers during their service.
- Address any questions, issues, or concerns from volunteers. Share these items with the Client Services Manager.
- Maintain regular communication to keep volunteers engaged.



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### **Recognition and Retention:**

- With the Client Services Manager, plan one annual volunteer appreciation event and other recognition programs (such as on a volunteer's service anniversary)
- Encourage volunteer feedback and address concerns to enhance retention.
- Coordinate volunteer feedback surveys with the Creative Team bi-annually.
- Perform an annual volunteer "performance" check-in.

### **Record Keeping and Reporting:**

- Maintain accurate records of volunteer hours and activities.
- Track volunteer participation and contributions. Report volunteer hours to the Client Services Manager and the Medical & Education Committee monthly.

### **Collaboration with Other Departments:**

- Work closely with Client Services Manager, other Staff, and Department Coordinators to identify volunteer needs including for specific projects or events.
- Ensure that volunteers are integrated into the organization's operations smoothly.

### **Compliance and Risk Management:**

- Ensure that volunteers comply with organizational policies and procedures.
- Address any risks or legal requirements associated with volunteer involvement.

### **Program Development and Improvement:**

- With the Client Services Manager, continuously assess the volunteer program to identify areas for improvement.
- Implement new initiatives or strategies to enhance volunteer engagement and impact.

### **Minimum Qualifications:**

1. Associate or Bachelor's Degree
2. Exposure to nonprofit or volunteer work

### **Additional Eligibility Qualifications**

1. Committed Christian who demonstrates personal relationship with Jesus Christ as Savior and Lord.
2. Exhibits strong commitment and dedication to the pro-life position.
3. Agree with, and be willing to uphold, the Statement of Principle, Statement of Faith, and policies of the Center.



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### **Physical Requirements:**

Sitting regularly over 2/3 of day

Standing occasionally 1/3 of day

Talking/Hearing regularly over 2/3 of day

Reaching frequently 1/3 to 2/3 of day

Use of hands to finger, handle or feel frequently over 2/3 of day

Lifting occasionally up to 25 pounds

### **Working Conditions:**

Office/Indoor environment and occasionally outdoors at community events.

### **Travel:**

Local events to support the Center, frequency will be determined by local events and Center needs.

Volunteer-related trainings which may require travel via car or by air.

This job description is not intended to be all-inclusive, and employees will also perform other reasonably related business duties as assigned by immediate supervisor and other management as required.

Sarasota Medical Pregnancy Center reserves the right to revise or change job duties and descriptions as the need arises. This job description does not constitute a written or implied contract of employment.