

St. Cloud Area Family YMCA
Volunteer Coordinator
Volunteer Position Description

Position Title: Volunteer Coordinator

Revised Date: 09/23/2013

Division/Function: St. Cloud Area Family YMCA

Exempt/Non-Exempt: NA

Reports to: Social Work Family Director

Job Classification: Volunteer

General Function:

Position exists to coordinate volunteers for program departments throughout the YMCA as well as for special events. (i.e. Promenade, golf tournament, annual campaign, fitness series, open houses etc.) Position will also track volunteers for each department and be involved in retention. Developing volunteer position descriptions and completing community outreach to find appropriate volunteers for organizational needs. Will volunteer approximately 10-15 hours per week.

Know How:

- Encourage volunteer involvement and systematically recruit, train, and recognize volunteers.
- Ability to work with computer systems such as Microsoft Word, Excel and/or Powerpoint.
- The ability to communicate with, supervise and empower volunteers to be effective in their roles and to foster growth for all Y programs.

Physical Requirements:

- Must be able to regularly talk, hear, and sit. Requires - physical ability to routinely handle normal office materials and tools; ability to regularly help Y staff and volunteers in arranging rooms that includes folding, moving, and setting up tables, and stack/unstuck chairs. Ability to move throughout center offices and inside/outside play areas to adequately fulfill the volunteer coordination/set up requirements. This position also requires prolonged standing and sitting.

Other Duties and Responsibilities: -Attend team meetings and supervisory meetings as scheduled or directed.
-Communicate with Social Work Director as needed.
-Dress professionally as directed by Social Work Director.
-Return all used space back to clean and organized nature.

Training and Experience: Bachelor's degree in social service-related field or equivalent combination of education and experience. Knowledge and/or experience with the organization, its mission, and the cause/issue it is addressing are preferred. Experience with volunteers is preferred.

Knowledge, Skills and Abilities: -Strong judge of character
-Leadership experience
-Conflict management skills
-Ability to multi-task
-Detail-oriented and organized
-Experience developing and implementing project plans
-Ability to work both independently and as a member of a larger staff team
-Ability to connect with diverse types of organizations: schools, businesses, government, faith organizations, etc

Work Environment: Regular exposure to normal office environments, supplies and office machines. Occasional exposure to outside weather that includes high or low temperatures, light snow, etc.

Employee Signature

Supervisor Signature

Date

Date