Volunteer Coordinator responsibilities

* Serve as volunteers’ main point-of-contact and respond to inquiries quickly with compassion.
* Develop and maintain written descriptions of volunteer roles and responsibilities, volunteer manuals and SOPs.
* Track and accurately report on volunteer data, including hours and number of volunteers.
* Oversee recruitment, orientation, and training of volunteers
* Oversee inventory of volunteer supplies, maintenance of technology, and safety equipment.
* Create and execute the volunteer program budget.
* Plan and execute an annual Volunteer Appreciation event.
* Ensure volunteer adherence to policies and procedures and intervene when necessary to resolve concerns. Evaluate volunteer performance and provide constructive feedback when needed using empathy and firmness as appropriate.
* Foster an environment that embraces positivity, diversity, inclusion, development, and connection.
* Collaborate with supervisors to identify new organizational needs, develop volunteer initiatives to address those needs, and fulfill requests for volunteers quickly and efficiently.
* Assist volunteers with identifying available roles that best match their availability, knowledge, skills, abilities, and interests.
* Produce volunteer newsletter and other outreach communication such as social media posts.
* Perform other duties and special projects as assigned.