

WARM, INC. VOLUNTEER COORDINATOR

Purpose

Recruit, motivate, organize, and appreciate volunteers from diverse backgrounds and experience in order to build volunteer corps and increase retention.

Company Culture

Results oriented workplace with strong sense of teamwork and openness; humor is used to help counteract the difficult situations we deal with on a daily basis. Many staff, volunteers, board members, and other supporters are drawn to WARM as an expression of their faith; ideal candidate will not only be comfortable but thrive in this environment. Visit warmnc.org to read about WARM's mission.

Description

Reports to Program Manager. Fulltime, hourly position. Saturdays and evenings required occasionally. Administrative position that requires a great deal of data entry, organization, relationship building, and creativity. Regular interruptions from phone, co-workers, and walk-in traffic.

Responsibilities

1. Recruit new volunteers by creating campaigns, registering WARM on applicable websites, following leads, attending expos and fairs, and networking
2. Coordinate volunteers, send regular email blasts with rebuild details
3. Execute and update the volunteer development plan
4. Research trends and best practices in volunteer coordination
5. Represent WARM in the community and on rebuild sites
6. Submit ideas and articles for WARM newsletter, website, and social media
7. Plan special volunteer appreciation and service events
8. Collect and record volunteer contact and personal information, hours served, etc. (WARM uses Salesforce)
9. Prepare reports as requested
10. Phone and walk-in reception back-up
11. Other duties, as directed, as appropriate to position's purpose

Required Attributes and Skills

1. Excellent interpersonal and communication skills
2. Strong writing skills
3. Very, very organized
4. Creative and thoughtful
5. Detail oriented
6. Administrative and reception experience in office environment
7. Commitment to serving those in need
8. Proficient with MS Word and Excel, Google Suite, and Constant Contact
9. Experience with nonprofit, volunteerism
10. Flexibility and resiliency
11. Accountable and teamwork oriented
12. Attitude of service, professionalism, kindness
13. Desire to work with elderly, disabled, low-income populations
14. Appreciation for diversity
15. Adaptable to new situations
16. Ability to work independently

Compensation and Benefits

\$16.00 per hour, \$200.00 per month general benefits stipend, 11 paid holidays, 12 vacation days, and professional development opportunities

To apply, email MelanieJames@warmnc.org with **Volunteer Coordinator** in subject line by Friday February 2, 2018. No walk-ins or phone calls, please.