



## Job Description

**Job Title:** Volunteer Connections Coordinator (part-time, 20 hours per week)  
**Responsible to:** Volunteer Services Director  
**Responsibilities:** Volunteer Connections Coordinator is responsible for the programming and operations of the Volunteer Connections program in Brookings County.

### **Provide programming, operations and strategic planning for the Volunteer Connections Program**

1. Serve as a clearinghouse for volunteer referrals.
  - a. Build and maintain a comprehensive and accurate database of opportunities. This includes recruiting new agencies and new opportunities, updating the database and related website, and training agencies on the use of the database. This also includes providing volunteers technical support and training on database use.
  - b. Connect individuals, groups and businesses with volunteer opportunities in person and through the 211 phone line.
  - c. Promote volunteer opportunities through weekly texting, media releases and emails. Recruit volunteers to receive texts and emails. Promote volunteerism at volunteer fairs and community events.
2. Serve as a community resource and advocate for volunteer issues. Network with agencies, organizations, media and businesses to promote volunteerism.
3. Provide consultation and support to community agency volunteer managers.
  - a. Provide training opportunities to enhance volunteerism and volunteer management.
  - b. Provide consultation and serve as a resource for volunteer managers.
  - c. Create newsletter for volunteer managers, communicating events, research and educational information about volunteerism.
4. Work with city, county, state disaster and VOAD agencies to aid in disaster relief, assist with leading the unaffiliated volunteer center in the time of a disaster.

### **Provide reporting of the Volunteer Connections Program and operate within budget.**

1. Provide operations within budgetary restraints and assist with solicitation of funding opportunities, including United Way.
2. Submit required reports, communications, and documents to the Volunteer Services Director.

### **Assist with fund development to sustain the Volunteer Connections Program.**

1. Lead fund development efforts as needed, including cultivating and expanding sponsorship development and fulfillment for future Volunteer Connections events and programs such as Volunteer of the Month, Volunteer Brookings, and Spirit of Volunteerism Awards.

**Professionalism**

1. Support and carry out the mission of the agency.
2. Follow agency policies, including personnel and programmatic.
3. Participate in the agency and demonstrate teamwork and a workplace philosophy that enriches staff's ability to reach goals and provide a high level of customer service.
4. Develop professional and personal growth through opportunities and involvement.

**Additional Duties**

1. At times staff will be required to perform additional duties beyond those specified.

**Qualifications:** Bachelor's degree in human services or related field. Experience with social service agencies/community services/volunteer organizations desired. Demonstrated skills in written and verbal communication along with excellent interpersonal skills. Excellent initiative, organizational skills, flexibility and desire to assist people. Ability to supervise volunteers. Computer literate. Offers of employment contingent upon acceptable criminal background check.

**Hours:** Hourly part-time position (20 hours a week). Primarily daytime hours some evenings and weekends as required.

Updated: 7/14/2017