



TEAM VACANCY

Volunteer Coordinator

KEY RESPONSIBILITIES:

- Develop and implement strategies for volunteer recruitment, training, and retention.
- Coordinate with different departments to assess needs for volunteer assistance.
- Organize and lead volunteer training sessions, orientations, and appreciation events.
- Maintain accurate records of volunteer service hours and provide regular reports on volunteer activities.
- Serve as the primary point of contact for all volunteer communication.
- Ensure that volunteers are given adequate support to be successful in their roles.
- Foster a supportive, welcoming environment for new and existing volunteers.
- Implement systems for evaluating the effectiveness of the volunteer program and to make improvements as necessary.

REQUIREMENTS

- Proven experience as a volunteer coordinator or similar role in a non-profit setting.
- Excellent organizational and team coordination abilities.
- Strong interpersonal and communication skills.
- A hands-on, proactive approach.
- Passionate about the mission of My Sister's Keeper and committed to community service.
- Ability to handle multiple projects simultaneously and meet deadlines.
- Proficient in Microsoft Office and volunteer management software.

SEND YOUR RESUME TO

216-333-1819 x 703
info@MySKCle.org

