

Volunteer Coordinator

Note: The Volunteer Coordinator position is a volunteer position (as are all positions within The Blue Ribbon Project). This a great opportunity to help build a program from the “ground up”.

General Job Description:

Primary: The Volunteer Coordinator supervises volunteers and provides direction, coordination, and consultation for all volunteer functions within The Blue Ribbon Project to:

- Strengthen public or private programs,
- Involve a community of supporters as described in the duties outlined below.
- This position is a “Leadership” position in which the Volunteer Coordinator works closely with other staff in a management type position.
- Have fun and enjoy what you do.

Job Duties and Responsibilities (Other duties may be assigned as appropriate.)

- Develop, promote, and maintain a wide range of volunteer opportunities within the organization
- Maintain Volunteer Service Descriptions for each volunteer assignment
- Help ensure volunteers are staffed to support the various areas of operations, to include volunteer days, special events, development, presentations, educational workshops and marketing/communications
- Help conduct and/or arrange for volunteer orientation and training
- Help schedule all volunteer activity
- Help develop and manage volunteer policies, procedures, and standards of volunteer service
- Organize and participate in volunteer recognition programs and special events
- Maintain accurate records and provide timely statistical and activity reports on volunteer participation
- Help recruit, interview and place applicants for volunteer work and provide ongoing support and guidance for volunteers
- Handle telephone, voicemail, written, and e-mail inquiries for information regarding volunteer opportunities and answer questions about volunteering
- Build relationships with groups through service and follow up communication that results in return participation

Qualifications

To be successful, an individual must be able to perform each job duty satisfactorily.

Education and Experience

- Possess at least a high school diploma
- Have job-related experience, such as working non-profits, managing volunteer programs, leading teams and/or organizations.
- Knowledge of management principles and evaluation techniques related to programs that involve a cadre of volunteers

Skills

- Proficient in basic computer applications, such as word processing, spreadsheets, and internet usage
- Organization and planning skills
- Have a **STRONG** passion for our mission in prevention and education regarding child abuse and child sex offenses.

Capabilities

- Demonstrated capability to conduct one's self in a calm and professional demeanor when dealing with the public and/or with difficult situations or when discussing abuse
- Demonstrated capability to effectively communicate orally and in writing
- Ability to work well with a diverse group of staff and volunteers
- Willingness to sometimes adjust hours to accommodate the needs of the job
- Pass a full background check

Time Commitments

- Hours are flexible.
- Available for special events and training

About The Blue Ribbon Project and This Position

The Blue Ribbon Project is a 100% volunteer 501(c)(3) non-profit community organization based in Annapolis, Maryland. We are committed to both the prevention of Child Abuse and Neglect and as a support network for youth in Foster Care, adult survivors of child abuse and child sexual assault. The realities of child abuse is not an easy subject and it takes a special person to work in this field. It isn't for everyone (and that's OK). Our staff members, including the Volunteer Coordinator, must have a strong passion for the mission of The Blue Ribbon Project.

The Volunteer Coordinator position, while volunteer, would be the same as a Management or Leadership position. The Volunteer Coordinator works very closely with other members of The Blue Ribbon Project. This is a team effort and you would be a big part of that team. We all support each other to further the mission of assisting these children in our community. We also know that life happens and it's oftentimes difficult to fill a fully volunteer position. We will work with you on a flexible, as needed, basis.

The Blue Ribbon Project is an Equal Opportunity Organization and Prohibits Discrimination and Harassment of Any Kind: The Blue Ribbon Project is committed to the principle of equal employment opportunity for all members and volunteers and to providing members with an environment free of discrimination and harassment. All decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, family medical history, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. The Blue Ribbon Project will not tolerate discrimination or harassment based on any of these characteristics.