

Family Promise of Greater Roanoke
Job Description
Volunteer Resources Coordinator

JOB SUMMARY:

This position will manage volunteer relationships and related communication. Work will primarily involve working with organizations throughout the community to identify and develop volunteer opportunities to contribute towards the mission of Family Promise. This work is performed with a high degree of independence and accuracy under the supervision of the Executive Director. This is responsible work that is crucial to the success of Family Promise of Greater Roanoke (FPGR).

SPECIFIC DUTIES & RESPONSIBILITIES:

Maintain Positive Volunteer Relationships

- Engage affiliate congregations and other organizations that want to volunteer. Work in tandem with the Executive Director to recruit new congregations.
- Develop ways in which organizations, congregations, and businesses can get involved to help meet the needs of Family Promise. In conjunction with appropriate staff, conduct volunteer training and informational sessions for congregations, new volunteers, and new contacts.
- Provide supervision and coordinate the schedules for volunteers.
- Lead volunteer appreciation efforts.
- Develop job descriptions and recruitment materials for all volunteer positions, using established Family Promise curriculum and training platforms whenever possible.
- Meet with host coordinators quarterly alongside the Shelter Program Manager.
- Develop a schedule and standards for donations including in-kind household donations and furniture donations.
- Recruit and supervise donation program volunteers.
- Coordinate groups and individuals for one-time or repeat volunteer projects.
- Assist with recruiting volunteers for the Enrichment Program.
- Coordinate holiday donations.

Recordkeeping and Communications

- Submit monthly reports as required.
- Establish and maintain a recordkeeping system to track volunteer hours, performance, and work performed using Family Promise software whenever possible.
- Assist with developing and updating written guidelines for Hospitality Network volunteers, ensuring the program operates in a uniform fashion throughout the network.
- Ensure that volunteers are properly thanked for their work within a timely manner

Minimum Qualifications:

High School Diploma or equivalent and previous volunteer relationship experience is required. Bachelor's degree preferred. Must have excellent communication, including writing, proofreading, and interpersonal skills. Must be detail oriented. Ability to complete projects with limited supervision. Proficient using Microsoft Office products. Must have a valid Virginia driver's license and be able to pass a criminal background check. Must be able to lift 25 lbs.

Accountability:

The Volunteer Resources Coordinator reports to the Executive Director and works closely with all chapter staff members.

Compensation: This is a part-time position of 25 hours. Compensation is \$16.00/hour.