



**BOYS & GIRLS CLUB**  
OF THE WEST VALLEY

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# Job Description

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**TITLE:** Volunteer Coordinator

**DEPARTMENT:** Operations

**REPORTS TO:** Director of Operations

**FLSA STATUS:** Volunteer

**PRIMARY FUNCTION:** Coordinates volunteer recruitment, screening, training, and assignments for all Club volunteers. Monitors volunteer programs and coordinates volunteer activities across all Club units as volunteers are assigned. Develops an annual volunteer recognition event.

**KEY JOB ROLES:**

*Leadership*

1. Ensures the policies and procedures for volunteer recruitment, selection, training, and participation throughout the Club are followed.
2. Collaborates with Club leaders to identify needs where volunteers can support the mission of the Club.

*Strategic Planning*

1. Contributes to operational strategic planning by identifying opportunities for volunteer participation, then recruiting, selecting, and training volunteers to assist in implementing activities or support for programs, administration, or facilities.
2. Identifies potential sources of volunteers and develops proactive strategies to recruit volunteers with the skills needed to support the Club's programs and administration.
3. Coordinates the evaluation of volunteers three times a year.
4. Creates a stewardship plan for volunteer recognition.
5. Ensures that volunteers are happy in their roles and participation, refines the selection process, and trains where needed to ensure a high level of volunteer satisfaction.

*Resource Management*

1. Manages the budget for the volunteer program.
2. Supports the Philanthropy department by identifying volunteers who can become financial contributors to the Club's monthly giving club or annual donor.
3. Coordinates the administration and operational systems to support the volunteer program.
4. Provides the orientation workshop for volunteers.
5. Provides training to BGCWV staff on how to effectively manage volunteer assignments.
6. Recruits and manages volunteer outreach staff, providing performance standards, feedback, appraisal, and professional development opportunities.

*Partnership Development*

1. Develops collaborative relationships with other organizations supporting volunteerism or serving as potential sources for Club volunteers.
2. Acts as liaison with the neighborhood council and community groups to enhance Club and community relations.

*Marketing and Public Relations*

1. Collaborates on special events (such as community volunteer resource fairs) and Club-wide activities to increase awareness of existing and new volunteer opportunities and to recognize volunteers.

**RELATIONSHIPS:**

**Internal:** Maintains oral and written contact with the Club executives, staff, and volunteers to provide direction and technical assistance. Recruits and cultivates volunteers through involvement in meetings and community events.

**External:** Maintains oral, written, and personal contact with external organizations and community groups serving as a resource for volunteer recruitment and selection.

**SKILLS/KNOWLEDGE REQUIRED:**

- Bachelor's degree from an accredited college or university is preferred.
- A minimum of two to three years' work experience in a service organization, with emphasis on volunteer programs and activities.
- Strong oral and written communication skills, with good public presentation skills.
- Excellent interpersonal skills and the ability to work well with all types of people.
- Ability to establish and maintain effective working relationships with Club staff, Board members, volunteers, community groups, and other related agencies.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

*The volunteer in this role should be able to give 20 hours a week. They may work remotely, except for days when they need to host orientations and visits to the sites once a month to connect with our volunteers. They will be provided with a laptop and club email. They are asked to participate at all staff meetings which tend to occur once a month. They need to be able to lift 20 lbs as they go and set up for events to recruit volunteers.*

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of this volunteer role. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of the volunteer assigned to this job.

Signed by: \_\_\_\_\_  
Incumbent Date

Approved by: \_\_\_\_\_  
Director of Operations Date

For Office Use Only		
Hire Date: _____	Hire Rate: _____	90-day evaluation: _____
Approved by: _____		
CEO	Date	
Entered into BBSI: _____		
HR Manager	Date	