



VOLUNTEER COORDINATOR

PERFORMANCE PROFILE SOURCE: Professional

DEPARTMENT: Resource Development/Philanthropy

REPORTS TO: Chief Executive Officer & Sr. Director of Operations

FLSA STATUS: Part-time 15 hours per week

SALARY: \$18-\$22/hour

PRIMARY FUNCTIONS: The Volunteer Coordinator seeks to expand our program reach by identifying individuals or groups who can provide ancillary services to young people. They are responsible for managing all volunteer tracking and engagement.

KEY ROLES:

- Recruits volunteers/volunteer groups and supports the intake and tracking of Volunteers and their hours of service
- Maintains a list of volunteer groups to call for events and special activities support
- Manages surveys and engagement with volunteers
- Conducts observations on volunteers

INTAKE PROCESS FOR VOLUNTEERS

- A completed Volunteer Application must be submitted to the HR/Payroll Coordinator for background processing.
- A volunteer must be interviewed by the Volunteer Coordinator or the person they would be assigned to serve with at the Club.
- A volunteer must provide three references. If they volunteered at another BGC the volunteer coordinator must call the Club to obtain a reference.
- A volunteer must do an annual background check (First Advantage) (Live Scan if only required for those working directly with youth on their own).
- A volunteer must participate in the Club's Orientation process which includes NEO (New Employee Orientation) I, and II if they are working with members.
- A volunteer must wear their volunteer uniform shirt or badge while serving at a Club location.

ADDITIONAL RESPONSIBILITIES:

- May be required to drive a Club van (depending on driving record and age).
- Required to work some weekends and evenings.
- Required to travel to multiple sites (compensation provided for mileage from Clubhouse to the sites) to observe and check-in with active volunteers.

RELATIONSHIPS:

Internal: Maintains close, daily contact with Club staff (professional and volunteer), Club members, and Site Coordinators to receive/provide information, discuss issues, explain guidelines/instructions; instruct; and advise/counsel.



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External: Maintains contact with external community groups, schools, members’ parents, and others to assist in resolving problems.

SKILLS/KNOWLEDGE REQUIRED:

- High School diploma or GED. College degree preferred
- Ability to motivate others
- Ability to deal with the general public
- Strong communication skills (written and verbal)
- Ability to plan and execute engagement activities
- Ability to organize and coordinate others
- Ability to multitask, effectively manage time, and manage multiple projects to completion
- Valid State Driver's License
- Knowledge and/or experience with computers and technology
- Must provide proof they are fully COVID vaccinated, provide a negative TB test.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

Signed by: _____
Incumbent Date

Approved by: _____
Chief Philanthropy Officer Date

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



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