JOB DESCRIPTION

Job Title: Volunteer Coordinator/Functional Area Specialist

Department: Community Impact

Supervisor: Vice President

Supervises: None

Full Time / Part Time: Full Time

Exempt / Non-Exempt: Non-Exempt

Union / Non Union: Union

Organizational Standards and Behaviors / Core Competencies: These individual competencies represent the knowledge, abilities and behaviors that result in an individual's personal effectiveness and effective interactions with others. These are competencies that ALL individuals are expected to possess. These competencies define what the organization values the most in people. The goal of these core competencies is for individuals to be able to perform in a diverse number of positions throughout the organization.

- Mission Focused
- Relationship oriented
- Collaborator
- Result oriented
- Brand Steward

Position Summary: This position is primarily responsible for volunteer recruitment and project coordination in Genesee County.

Essential Duties and Job Responsibilities:

- Community wide recruitment of volunteers for all types of projects.
- Build partnerships with corporations, universities, units of government, school districts and nonprofit entities to promote volunteerism.
- Work with school districts to encourage and implement service learning.
- Engage student service groups in volunteerism.
- Coordinate applications for city, state and national service/volunteerism awards.
- Manage and coordinate monthly National Service Accelerator meetings.
- Assist the Civic Engagement Manager with AmeriCorps activities including recruitment and training of members; coordinate NCCC logistics; aid in Life After AmeriCorps Day & AmeriCorps Week; and general support of the National Service Accelerator.
- Manage AmeriCorps Member Leadership Council
- Manage the Service-in-a-Box program and Genesee Serves project inventory
- Assist with Days of Service
- Other duties as assigned.

Qualifications/Requirements:

- Excellent written and oral communication skills.
- Excellent interpersonal relationship skills.
- Must be detail oriented; work well with deadlines and results oriented.
- Ability to demonstrate strong written and verbal communication skills including facilitation and presentation experience.
- Strong relationship-building and organizational skills.
- Early morning, evening and weekend work hours.
- Light travel

**Education/Training/Experience:**
- Experience/training in the following areas: nonprofit capacity building, marketing and relationship building.
- Baccalaureate degree in English, Business Administration, Marketing, Communications, Accounting or related field and three (3) years of related experience; Or, Associate Degree in a specific academic field or related discipline and eight (8) years of related experience; Or, ten (10) years of related experience.
- Candidates must demonstrate effective oral and written communications skills.
- Candidate must demonstrate computer skills.

**Physical Requirements:**
- Ability to safely and successfully perform the essential job functions consistent with the ADA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA and other federal, state and local standards.