



VOLUNTEER COORDINATOR

Job Description

GENERAL SUMMARY:

Reporting to the Volunteer Manager, the Volunteer Coordinator will administer all aspects of the organization's volunteer program with an emphasis on recruiting volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Communicates with all departments of the organization to identify available opportunities and needs for volunteers.
- Actively recruit volunteer staff from communities, businesses, high schools, colleges, organizations, and individuals to fit various roles needed for events and daily train operations.
- Gathers information about each volunteer's skills, availability, and goals; matches volunteers with appropriate opportunities based on this data.
- Schedules, coordinates, and posts volunteer positions on companies volunteer access program.
- Regularly communicates with volunteers on upcoming opportunities and to ensure placement is a good fit for individual's skills and goals.
- Attend monthly volunteer association meetings and new volunteer orientations.
- Coordinates volunteer fair and recruitment events.
- Maintains files, records, applications, and other data concerning volunteer program.
- Drafts, maintains, and publishes guidelines, best practices, and procedures for volunteer program.
- Coordinates volunteer recognition and appreciation events and activities.
- Fills in volunteer roles when needed during special events both on and off the train.
- Assists in training of volunteers for various roles.
- Ability to carry out tasks with minimal supervision
- Performs other related duties as required.

REQUIREMENTS:

- 1-3 years of experience as a volunteer coordinator or similar position
- Must be 18 years of age
- High School diploma or equivalent GED
- Bachelor's Degree in related field highly preferred.
- Valid state-issued driver's license
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Strong leadership skills with ability to motivate and encourage others.
- Proficient with Microsoft Office Suite or related software.
- Prolonged periods sitting at a desk and working on a computer.
- Must be able to walk and stand on moving train for periods of time.
- Must be able to lift up to 15 pounds at times.