

# PEOPLE & ANIMAL LEARNING SERVICES (PALS)

## Volunteer Coordinator Job Description

The **Volunteer Coordinator (VC)** cultivates prospective new individual, corporate and community partnerships to provide volunteer support, generate revenue and foster community awareness. They are responsible for the recruitment of volunteers, including attending community fairs, outreach events, and the promotion of volunteer training sessions. Responsible for the ongoing and strategic recognition activities for volunteers. Coordinates effective PR, marketing and communications.

### Job Responsibilities:

#### Fundraising/Development:

- Assists with direct mail solicitations, sponsorship requests, major gifts, capital campaign and planned giving as needed.
- Assists with maintenance of donor database and reporting as needed.

#### Events/PR:

- Assists with the promotion of special events, community programs and volunteer opportunities by utilizing all forms of available media including but not limited to newsletters, social media and online calendars.
- Garners publicity for PALS programs, community programs and special events by distributing and following up on news releases to local and regional media.
- Assist with client recruitment efforts as needed.
- Social Media communication

#### Volunteer Management:

- Responsible for ongoing and strategic volunteer recruitment efforts for PALS programs, events, special projects, administrative tasks, community events, service learning opportunities, and committee membership.
- Coordinate all non-program volunteer activities.
- Coordination of all communication with incoming program volunteers prior to volunteer trainings.
- Ensure that all incoming volunteer files and paperwork is complete and maintained.
- Ensure that all volunteer materials are up-to-date (i.e. volunteer job descriptions, volunteer manual, check lists, documentation, etc.).
- Ensure that all current/returning volunteer files and paperwork is complete and maintained.
- Serve as primary liaison with area agencies regarding special volunteer projects and community fairs.
- Maintain volunteer website listings and online marketing.
- Responsible for ongoing and strategic volunteer recognition/appreciation activities.
- Responsible for scheduling of weekly volunteers.
- Responsible for all communication with current program volunteers.
- Ensure that volunteer database information is up to date.

#### General:

- Assists with appreciation efforts of all constituent groups as needed.
- Assist with marketing of PATH Intl. OSWC as needed.
- Attend staff meetings.
- Attend board, capital campaign and committee meetings as needed.