

The Urban Interface

1 Day a Week • 10 hours/month • Management • Scheduling • Supervisory

Volunteer Coordinator

Position Summary:

The TUI Volunteer Coordinator manages the scheduling, training, and morale of our volunteer base. The primary emphasis for this position is focused on the volunteers as individuals and as a team.

Areas of Work:

The major areas the Volunteer Coordinator will be responsible for can include:

- Volunteer training and development
- Hour management and scheduling
- Volunteer communications
- Recruitment and onboarding
- Social Events and morale building
- Attending Weekly and Monthly Meetings

Primary Objectives:

The primary goals and objectives of the Volunteer Coordinator is to:

- Encourage robust volunteer engagement
- Promote new volunteers and celebrate old ones
- Provide new volunteer training and resources
- Review current training checklists and sign off of volunteer scheduling needs
- Promote a quality environment for team building and support

Position Responsibilities:

- Develops training workshops or tutorials with the assistance of other supervisors.
- Maintains records of volunteer hours and scheduling. Notifies them when changes need to be made or when schedule based disciplinary action needs to be handled.
- Communicates on TUI happenings regularly to the organization through global posts, newsletter, or other means.
- Establish and maintain connections for recruiting new volunteers, interns, or staff to help TUI grow. With assistance, lead the onboarding of new members.
- Plan and schedule semi regular social events, gatherings, and recognitions to help boost group morale and interest.
- Attend and contribute to monthly management meetings to receive reports from supervisors and implement strategies for the next month.
- Attend and contribute to weekly planning meetings to address and report the needs of the volunteers.

Conclusion:

This position summary is intended to convey information essential to understanding the scope of the position and the general nature and level of work performed by Volunteer Coordinators. But, this summary is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Required Knowledge, Skills, and Abilities:

- Understanding of volunteer scheduling and management
- Technical writing skills
- Communication experience preferred
- Outgoing and socially driven

Work Environment

- While performing the duties of this position, handlers will occasionally be exposed to harsh temperatures, various animals, large crowds of people.
- Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.