



VOLUNTEER COORDINATOR

Roles and Responsibilities

Date: January 2018

Araminta Freedom Initiative Mission Statement: To awaken, equip and mobilize the Church and community in Maryland to end human trafficking through education, prevention strategies, and restorative survivor services.

DESCRIPTION:

Reporting to the Director of Church and Community Engagement, the Volunteer Coordinator is responsible to assess and meet the needs for volunteer services within Araminta. The Volunteer Coordinator administers all aspects of recruitment, training, placement, nurturing, leadership development, management, evaluation, reward and retention of volunteers.

KEY RESPONSIBILITIES

1. Administration and logistical management of volunteer teams

- Maintain volunteer records in Network For Good (or other client management system)
- Develop and maintain systems to manage and support volunteers including compliance, record keeping, tracking service hours and other data collection needs (mentor reports, demographics, etc.)
- Develop evaluations to gauge volunteer engagement and impact and assist with annual reporting
- Responsible for leading monthly team leader meetings, with the input of the DCCE and Executive Director
- Meet with team leads individually once a month, with at least bi-weekly phone conversations
- Cultivate volunteer engagement and coordinate placement based on programmatic needs and other organizational volunteer opportunities

2. Collaboration with Senior Management

- Meet with the DCCE weekly to report the activities of the teams and overall volunteer needs and discuss any volunteer concerns
- Routine Coordination with senior leadership to assist in the placement, activity and overall utilization of volunteers
- Attend weekly staff meetings
- Generate monthly volunteer reports and present to the senior leadership
- Collaborate with the Office Manager to ensure administrative needs of each team are met
- Cultivate a culture of honor and appreciation for volunteers
- Coordinate volunteer appreciation events

3. Training

- Coordinate and co-lead volunteer training
- Collaborate with Education and Training coordinator and other AEM training teams to coordinate volunteer training needs
- Coordinate volunteer training logistics (location, registration, materials, etc.)

QUALIFICATIONS

- 3 years minimum experience in volunteer management preferred, or equivalent management experience will be considered. Bachelor's degree in a social services field preferred
- Superior administrative skills and demonstrated success in project management
- Demonstrated success in program management and evaluation
- High proficiency in computer skills including Microsoft office suites and data base management
- Strength in recruiting, managing, developing, coaching, and retaining individuals and teams, empowering them to elevate their levels of responsibility and performance
- Highly relational with the ability to communicate with, supervise and empower volunteers to be effective in their roles while working cooperatively with different types of personalities
- Experience working in socio-economically diverse organizations or urban outreach strongly preferred

While not required, higher consideration will be given to those who are already actively engaged with Araminta's mission and have completed volunteer training.