



54151 County Road 33
Middlebury, Indiana 46540
P 574.825.5666 F 574.825.8117
E info@lovewayinc.org
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Job Description: PART TIME* VOLUNTEER COORDINATOR

Job Title: Part Time Volunteer Coordinator

Note: *This position will begin as part time (25 hrs. per week) with potential for full time (40+ hrs. a week) when LoveWay has secured adequate financial resources. Projected start of full time responsibilities is May of 2017.

Purpose of Position: To professionally coordinate the volunteer program at LoveWay, Inc. making sure to achieve all goals and objectives as specified in LoveWay's 2016 Strategic Plan.

Requirements: Excellent interpersonal skills. Strong written and verbal communication abilities. Vision casting and innovative thinking capabilities. Position requires a minimum of a Bachelor's degree. Individuals applying should have previous experience in marketing, community networking, human resources, organizational development, database management, nonprofit administration and/or youth development programming.

Position Summary: Responsible for the recruitment and retention of all LoveWay Volunteers. Candidate is responsible for coordinating the recruitment, selection, placement and training of all volunteers. Candidate is also responsible for the retention and appreciation of 350+ volunteers. Special focus given to recruiting dedicated Lead and Side Walker Volunteers who work directly with special needs clients. Volunteer Coordinator Candidate should have a solid background in marketing, be very knowledgeable about Elkhart County, have a diverse background in volunteerism, and be passionate about LoveWay's mission.

Position Accountabilities: Large scale volunteer recruitment, training, retention, supervision, recognition/appreciation, and evaluation.

Duties:

1. Interact in a positive, grateful manner as often as possible with LoveWay Volunteers and as a constant ambassador for the LoveWay mission.
2. Works directly with the Executive Director to achieve preset recruitment and retention goals as established in the 2016 Strategic Plan.
3. Proactively represents the LoveWay Volunteer Program to the public via speaking engagements, media appearances, social media outlets, etc.
4. Responsible for the implementation and maintenance of volunteer records and file systems.
5. Recruits potential applicants, screens then accepts or rejects volunteers.
6. In partnership with Program Staff, oversees the training of new volunteers, including placement within properly identified program (i.e. TR, EAL or Summer Camp). Works with instructors to provide ongoing training



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as needs are identified throughout the semester.

7. Develops and implements volunteer training and program manuals and relevant supporting materials, including advertisements.
8. Oversees scheduling volunteers for classes and assure adequate volunteer levels. Takes lead in calling substitutes when necessary.
9. Oversees monthly Volunteer Committee meetings and contributes accordingly.
10. Available to assist in classes as needed to assure adequate staffing levels.
11. Responsible for ongoing volunteer appreciation through bi-annual banquets, awards and any other methods deemed suitable.
12. Works as dedicated team member with other staff to maintain social media, i.e. Facebook, Website, Newsletter, etc.

Other Responsibilities:

1. Work with various groups, such as churches, civic groups, etc. who are interested in bringing work groups to LoveWay. Work with colleagues to identify ongoing work projects as needed to sustain nonprofit mission.
2. Assist with fundraising events as requested.
3. Attend regularly scheduled staff meetings.
5. As requested, assist colleagues in other ways to ensure a professional image for LoveWay.

Reporting Requirement: This position reports to the Executive Director.

This position is part time* (25 hours a week with a flexible schedule) with bi-monthly payments commensurate with experience.

Interested person should send a resume and cover letter explaining their qualifications to Eric: eric@lovewayinc.org.