



Volunteer & Intern Coordinator

Relief Nursery, Inc
Job Description

POSITION:	Volunteer & Intern Coordinator
DEPARTMENT:	Development and Program
WORK SCHEDULE:	40 Hour Week – Non Exempt
REPORTS TO:	Development and Volunteer Director
WAGE:	\$14.00-\$16.50

Responsibilities:

As the major priority, the Volunteer and Intern Coordinator oversees the recruitment, training, coordination and management of volunteers within Relief Nursery programs at Eugene and Springfield sites including but not limited to: Therapeutic Early Childhood Program, Respite, evening childcare, transportation, Development office, food pantry, clothing closet, kitchen, garden and donations area. In addition, this individual manages the Holiday Giving Program.

Requirements:

1. **Education & Experience:** Bachelors and/or Associates degree from an accredited college or university in Volunteer Management, Public Relations, Business Administration, Psychology, Education, or related field. One year experience with event planning, community or public relations activities or any combination of experience and training which would provide the required knowledge, skills and abilities.
2. Experience with supervising volunteers and interns.
3. Experience with administrative responsibilities.
4. Experience in public speaking.
5. Experience working with donors.
6. Excellent communication skills (both oral and written).
7. Experience in resolving problems and managing multiple tasks.

Skills & Abilities:

1. Relate sensitively with young children and their families.
2. Ability to work independently and as a team member.
3. Ability to problem solve and develop creative approaches.
4. Ability to work with a broad range of people from diverse backgrounds and life experiences.
5. Listen and communicate well, as appropriate to specific situations.
6. Ability to effectively use basic computer applications, such as word processing, spreadsheets and database maintenance.
7. Ability to recruit volunteers and work with community members.
8. Ability to speak to groups effectively.



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Duties:

Volunteer Coordination

1. Recruit volunteers through presentation, participation in recruitment fairs and events, and contact potential volunteer sources (i.e., United Way, service groups, schools, etc.).
2. Conduct interviews, presentations, and tours as appropriate to recruit volunteers.
3. Develop and maintain relationships with local high schools and middle schools as potential volunteer sources.
4. Secure internship and Service Learning practicum students across departments such as Family and Human Services, Education, Service Learning, and Psychology and Sociology Departments, etc.
5. Screen potential volunteers by conducting interviews, checking and recording references, and facilitating criminal history record checks.
6. Conduct orientation and training for new volunteers; plan general and specialized training as needed.
7. Schedule and supervise volunteers.
8. Schedule classroom volunteers in accordance with Relief Nursery and State standards for adult/child ratio.
9. Participate in practicum students' mid-term and final evaluations, and any other evaluations required of volunteers.
10. Contact volunteer substitutes as needed for absences and assist in times of shortage in classrooms and buses as necessary.
11. Maintain ongoing written and oral communication with volunteers.
12. Develop and maintain volunteer recognition program within budget allocation.
13. Enter and track volunteer information in database.
14. Coordinate volunteer acknowledgement.
15. Contribute volunteer information to Relief Nursery newsletter.

Evaluation of Volunteer Process

1. Responsible for maintaining and submitting records of volunteer hours for in-kind donation, quarterly reports, and grant information.
2. Develop and maintain volunteer packet with job description, volunteer procedures and responsibilities, classroom and playground safety measures and training materials.
3. Conduct exit interview and/or exit evaluation form to evaluate volunteer's experience and volunteer program.

Coordination of Volunteers

1. Oversee maintenance and distribution of volunteer roster for staff regarding joining and exiting program.
2. Coordinate with Development Director for special projects and fundraisers.
3. Coordinate with Program Supervisor for problem solving, crisis management and safe standard practices in classrooms.



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4. Placement of landscaping and building maintenance volunteers with Facilities Coordinator.
5. Coordinate and direct special volunteer projects for large community groups.

Holiday Programs

1. Secure volunteer or intern to assist with coordination of Thanksgiving meals, Sponsor a Family and Giving Tree programs 3-5 hours per week if possible.
2. Generate all written communication to Giving Tree sites and potential sponsors including initial request letter, confirmation letter, and thank you letter.
3. Request all gift need information from direct service staff in October.
4. Coordinate special projects with community groups.
5. Work with Development office to advertise holiday needs via newsletter, media, email, etc.
6. Create database with all yearly information for tree sites and Family Sponsors.
7. Facilitate pick-up, storage, and distribution of gifts.
8. Debrief and update timeline and notes for following year.

Meetings

1. Attend staff meeting as required.
2. Attend weekly Development staff meeting.
3. Attend Board of Directors meetings as requested.

Events

1. Work with Event Coordinator to recruit volunteers as needed for Main Event, Great Taste, Golf Tournament, etc.
2. Assist with other event preparation as needed.