



# Volunteer Coordinator Job Description

<b>Hours per week</b>	35 hours/week
<b>Supervised by</b>	Development and Volunteer Director
<b>Location</b>	Eugene, Oregon
<b>Starting wage range</b>	\$21.00 - \$22.00, depending on preferred qualifications

---

Relief Nursery provides comprehensive family support services that are easily accessible to families who are raising children birth through five years of age and who are experiencing high levels of stress. We provide early intervention that centers on building successful and resilient children and strengthening parents. Our staff work as a team to provide a unique array of support, from therapeutic classrooms and outreach programs, to parenting education, substance use disorder recovery support and more.

*Relief Nursery strongly recommends that employees stay up-to-date with COVID-19 vaccines, including booster shots. This allows us to safely support children and families in an in-person environment.*

## RESPONSIBILITIES

The Volunteer Coordinator oversees the recruitment, training, coordination and management of volunteers and interns for Relief Nursery programs at Eugene and Springfield sites, including but not limited to: Therapeutic Early Childhood Program, respite and evening childcare, transportation, fundraising events, Development office, food pantry, clothing closet, kitchen, garden, and donations area. The Volunteer and Intern Coordinator manages the holiday giving program every November and December, and is responsible for the accurate tracking, distribution and reporting of gift card inventory throughout the year.

## DUTIES

### Volunteer and Intern Coordination:

- ◆ Utilize and implement established protocols and procedures for Relief Nursery's volunteer program.
- ◆ Proactively recruit volunteers and interns through presentations, recruitment fairs and events, and by contacting potential volunteer resources (i.e., United Way, service groups, schools, etc.).
- ◆ Conduct tours as appropriate to recruit volunteers and interns.
- ◆ Secure university internship and practicum students across departments such as Family and Human Services, Education, Psychology and Sociology Departments, etc.
- ◆ Develop and maintain relationships with local high schools as potential volunteer sources.
- ◆ Screen potential volunteers by conducting interviews, checking and recording references, and facilitating criminal history record checks.
- ◆ Conduct regularly scheduled orientation and training for new volunteers; plan general and specialized training as needed.
- ◆ Schedule and supervise volunteers and interns.
- ◆ Participate in practicum students' mid-term and final evaluations, and any other evaluations and meetings required of volunteers.
- ◆ Maintain ongoing, consistent, and supportive written and verbal communication with volunteers.
- ◆ Maintain volunteer recognition program within budget allocation.
- ◆ With Development Assistant, oversee the tracking of volunteer information in donor database.



# Volunteer Coordinator Job Description

- ◆ Contribute volunteer lists and relevant articles and photos to Relief Nursery newsletter.
- ◆ Responsible for maintaining and submitting records of volunteer hours for in-kind donation, quarterly or annual reports, newsletter and grant information.
- ◆ Develop and update as needed volunteer materials with job descriptions, volunteer procedures and responsibilities, and all training materials, print and digital.
- ◆ Conduct exit interview or exit evaluation form to evaluate volunteer's experience and volunteer program.
- ◆ Coordinate with Development staff as needed for special projects and fundraisers.
- ◆ Coordinate with Program Supervisors for quality assurance, problem solving, crisis management and safe standard practices in classrooms.
- ◆ Coordinate and direct special volunteer projects for community groups.

## **With support from the Development Assistant, The Volunteer Coordinator is responsible for overseeing Relief Nursery's Holiday Giving Programs:**

- ◆ Generate all written communication to holiday meal donors, Giving Tree sites and sponsors.
- ◆ Request all gift need information from direct service staff.
- ◆ Coordinate special holiday projects with volunteers and community groups.
- ◆ Work with Development office to advertise holiday needs via newsletter, media, email, etc.
- ◆ Maintain accurate records for all holiday gifts and meals.
- ◆ Facilitate pick-up, storage, and distribution of gift cards, gifts and meals.

## **Event Support:**

- ◆ Work with other Development staff to recruit and schedule volunteers for Main Event, Taste of Oakway, Golf Tournament, etc.
- ◆ Assist with other event preparation as needed, including being on site at all major events.

## **SKILLS AND ABILITIES**

- ◆ Excellent written and verbal communication skills
- ◆ Excellent interpersonal skills, including verbal and nonverbal communication, the ability to handle conflict, teamwork, empathy, listening, and a positive attitude
- ◆ Strategic and creative sourcing of volunteers
- ◆ Proficient computer skills including Microsoft Office applications, Outlook, and database management
- ◆ Familiar with basic accounting processes and procedures
- ◆ Ability to assemble, organize, and present factual information
- ◆ Ability to speak comfortably before both small and large audiences
- ◆ Work independently and as a team member
- ◆ Problem solve and develop creative approaches
- ◆ Manage and prioritize multiple tasks and deadlines
- ◆ Respond to requests from multiple sources in an organized and timely manner



# Volunteer Coordinator Job Description

## MINIMUM QUALIFICATIONS

*Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role.*

- ◆ Associates degree from an accredited college or university in Volunteer or Nonprofit Management, Public Relations, Business Administration, Psychology, Education, or related field.
- ◆ One year of experience coordinating volunteers in a professional setting, event planning, fundraising, community or public relations activities, or any combination of experience and training which would provide the required knowledge, skills and abilities.
- ◆ Experience with administrative duties and customer service.
- ◆ Experience in public speaking.
- ◆ Excellent communication skills (both verbal and written).
- ◆ Experience in resolving conflict and managing multiple responsibilities.

## PREFERRED QUALIFICATIONS

*Preferred qualifications refer to job-related education or training, experience, skills, etc. that are beneficial to the position and Relief Nursery, but not a requirement for the position.*

- ◆ Bachelor's degree from an accredited college or university in Volunteer or Nonprofit Management, Public Relations, Business Administration, Psychology, Education, or related field.
- ◆ Two or more years of experience coordinating volunteers in a professional setting, event planning, fundraising, community or public relations activities, or any combination of experience and training which would provide the required knowledge, skills and abilities.
- ◆ Experience with graphic design software, such as Adobe Creative Cloud.

## Annual Benefits for Employees

Relief Nursery employees working 30 or more hours per week enjoy the benefit of being a part of an organization that makes the world a safer and better place.

- Medical Coverage (very low employee cost)
- Dental Coverage (very low employee cost)
- Vision Coverage (very low employee cost)
- Flexible Spending Account
- Employee Assistance Program (EAP)
- 403(b) retirement plan with employer match
- 64 hours of paid sick leave per year, up to 128 hours of accumulated sick leave
- 5 weeks of paid vacation leave per year
- 2 paid personal days per year (add 1 additional day per each 5 years worked)
- Paid Holidays
- Paid Jury Duty time



## Volunteer Coordinator Job Description

- Mileage reimbursement
- Opportunity for internal growth and promotion, including access to professional development and training opportunities
- Public Service Loan Forgiveness (PSLF) qualifying employer

**Interested applicants, please email resume and cover letter to:**

Amy Beauchamp, Development and Volunteer Director, at [amybe@reliefnursery.org](mailto:amybe@reliefnursery.org)

Pre-employment drug screen, criminal background check, DMV check, and proof of auto insurance required.

Position will remain open until filled.

**Relief Nursery is an Equal Opportunity Employer and a Drug-Free Workplace**