

Volunteer Coordinator / Activity Manager Job Description

A volunteer Coordinator is responsible for overseeing volunteer activities within PFCC.

The success of an organization that depends on volunteers relies on its ability to motivate others to support the mission. The volunteer coordinator must be able to motivate, inspire and retain volunteers willing to donate their time for little to no financial compensation. A job description for a volunteer coordinator should also contain the following skills and qualifications requirements:

Competencies

1. Communication Proficiency – in person and electronic means.
2. Collaboration Skills.
3. Leadership.
4. Organizational Skills.
5. Presentation Skills.
6. Teamwork Orientation.
7. Time Management.

Supervisory Responsibility

This position has no direct staff supervisory responsibilities, but does supervise the entire volunteer force.

Managers of Volunteers perform some or all of the following duties:

Plan the volunteer program/service

- Assess the need for volunteers to enhance program/service delivery
- Work with office staff, bar and kitchen managers to create and maintain a calendar of events for PFCC.
- Recruit and oversee volunteers for each Club sponsored event.
- Submit articles about scheduled Club activities for the monthly newsletter, including "save the date" advance notifications for traditional Club events and activities.

Lead the volunteer program/service

- Orient volunteers to increase their understanding of the organization, its services and the role and responsibilities of volunteers
- Ensure that volunteers are given appropriate training to be successful in their positions
- Ensure that volunteer check-in procedures are followed and records of volunteer hours are maintained according to established procedures
- Ensure that volunteers receive the appropriate level of supervision
- Establish and implement a process for evaluating the contribution of individual volunteers

- Plan and implement formal and informal volunteer recognition activities to recognize the contribution of volunteers to the organization
- Make and post informational signs to keep members aware of upcoming events.

Control the volunteer program/service

- Ensure that volunteers work in a safe, healthy, and supportive environment in accordance with all appropriate legislation and regulations
- Present the Park Manager or Board of Directors with a monthly schedule of activities/events for approval. Report successes and challenges to Park Manager as needed.
- Evaluate the contribution of each volunteer on an annual basis
- Prepare an annual report on the contribution of the volunteer program to the organization
- Promote and maintain positive social environment regarding Club activities and events.
- Ensure events run smoothly and attends as many Club sponsored events as possible.
- Store and manage Club decorations.
- Schedule fundraisers for income to sustain upcoming planned activities.
- Submit receipts to Office staff as soon as possible.

Recruit Volunteers

- When an organization needs new volunteers, the Volunteer Manager uses a variety of methods to attract suitable candidates. The Volunteer Manager may place advertisements in the newsletter, post into the bulletin boards at Myrtle comfort station and the office, and post volunteer opportunities online.

Schedule Volunteers

- The Volunteer Manager works closely with volunteers to come up with a schedule that works for everyone. If the organization has a special event planned, the Volunteer Manager is also responsible for ensuring the right number of volunteers is available to handle the extra work.

The Volunteer Coordinator / Activities Manager is one of PFCC's stipend positions. You will receive 166.67 per month, starting one month after you start the position and ending one month after you leave the position.

Activities has a budget of \$2500, that can be used for activities throughout the year.