

LIVE UNITED



United Way & Volunteer Services of Greater Yankton Job Description

Mission Statement: To change lives and improve our community by mobilizing people and resources to drive strategic impact in Education, Financial Stability and Health.

Position Title: Volunteer Program Coordinator

Reports To: United Way & Volunteer Services of Greater Yankton (UWVS) Executive Director

Summary of Position:

Enhances UWVS's ability to provide community impact by implementing volunteer programming alongside other UWVS initiatives. Requires high level of integrity, passion for volunteerism, philanthropy and helping people in need; excellent verbal and written communication skills, knowledge of local non-profit human services and volunteer coordination or event planning experience. Understands and is committed to carrying out the mission, volunteer program responsibilities, fundraising support, and may serve as a UWVS representative for community functions.

Essential Duties & Responsibilities:

Volunteer & Community Impact Programming

Lead ongoing programming of recruitment, interviewing, training, referral, placement, and recognition of volunteers

Lead on volunteer database management

Match individuals and groups with volunteer opportunities

Develop strategies to increase participation in United Way volunteer projects and initiatives.

Plans and implements community engagement volunteer initiatives or projects, i.e Day of Caring

Project evaluation and impact reporting

Plans and implements corporate engagement customized projects

Solicits and retains corporate engagement clients through effective relationship management under the supervision of the Executive Director

Plan, manage, and execute special donor engagement projects to strengthen the donor experience and recruit future donors

Assists with UWVS Community Impact programming or projects

Assists in development of positive community relations among UWVS donors, volunteers, human service providers, business leaders and the community

Assists Executive Director and UWVS Board of Directors in campaign plan implementation

Performs related duties as required but not articulated

Qualifications:

Education

A bachelor's degree in public relations, communications, social sciences, community organizing or a related field

A minimum of 1-3 years of experience in volunteer services, community relations, project management or a related field

Skills

The successful candidate will have knowledge of project and volunteer management, as well as a commitment to the mission of UWVS. Candidates must also possess proven track record in office management, event planning, and an ability to communicate effectively.

Additionally, candidates should possess the following

- Quality customer service, time management and team skills
- Planning and organizational skills with short and long term plans
- Building and motivating effective teams of diverse people
- Ability to work with a diverse pool of volunteers, service partners and cultural and professional styles
- Energetic, optimistic, and customer-centered personality
- Able to work in a fast paced office setting
- Ability to work with others in a caring, honest, responsible and respectful way
- Ability to keep highly sensitive personal and financial information in confidence
- Outstanding organizational skills and multi-tasking ability
- Strong oral communication skills
- Proficient in Microsoft Office and email systems

Physical Demands/Work Environment

- Visual, speaking and hearing acuity necessary
- Finger dexterity necessary to operate office equipment
- Must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 40 pounds.
- Must be able to stand, sit, speak, and listen for a substantial amount of time
- Some travel required utilizing personal vehicle or public transportation to fulfill job requirements
- Clean and comfortable work environment provided

Acknowledgement:

I have received a copy of this position description. I understand, I may be asked to perform responsibilities and duties not listed in the description and management may change the description at any time, according to United Way & Volunteer Services of Greater Yankton's needs.

Signature

Date