



## **Volunteer Coordinator Position**

WestSide Baby, in partnership with our community, provides essential items to local children in need by collecting and distributing diapers, clothing and equipment such as car seats and cribs. We do this through partnerships with more than 114 social service agencies. The providers at these agencies order items from us and distribute them directly to the families they serve.

### ***Position Summary***

The Volunteer Coordinator supports WestSide Baby's mission to "partner with our community" by engaging with volunteers while supporting program operations through a variety of administrative duties. Responsibilities include supporting an effective Volunteer Program through recruitment, coordination and supervision of onsite volunteers and special event volunteers as well as supporting individual and corporate donation "drivers".

This is a full-time, non-exempt, salaried position. Flexible schedule to include occasional evening and weekend hours related to specialized volunteer needs. Employee may not work more than 40 hours in a week without prior written approval. This position reports to the Volunteer Relations Manager and supports all Program Staff.

### ***Core Responsibilities***

- Communicate efficiently and professionally with current and potential volunteers.
- Serve as the primary point person and support the volunteer process in a timely and efficient manner through scheduling and administrative oversight of all volunteer activities from recruitment to recognition.
- Monitor and update copy for the volunteer page on the WestSide Baby website and on our volunteer social media platforms.
- Coordinate volunteer recognition and feedback initiatives, including one annual volunteer satisfaction survey.
- Support volunteer hours by leading and overseeing projects as needed, including weekly open hours, group initiatives and special events.
- Recruit, coordinate, train and manage volunteers for major events and campaigns.
- Ensure volunteer information is collected and entered into database accurately and in a timely manner.
- Coordinate donation drives by providing information and materials to interested drivers, coordinating drop-offs and collecting and entering data to track drives.

### ***Position Requirements***

- Exceptional customer service, communication skills and experience working directly with the public, donors, volunteers, and community partners.
- Two years+ experience providing administrative support.
- Experience leading and managing groups and individuals.
- Ability and confidence to make quick decisions and take action.
- A positive attitude, willingness to learn, communicative and flexible disposition.
- Solid organizational skills and attention to detail.
- The ability to work on multiple projects simultaneously and to prioritize tasks and responsibilities.
- Demonstrated passion for the mission of WestSide Baby.
- Proficiency in Word, Excel, Outlook and standard social media platforms.
- Experience with donor or customer management databases.

### **How to Apply**

Please send a resume and brief cover letter of introduction to Shana Allen, Volunteer Relations Manager at [employment@westsidebaby.org](mailto:employment@westsidebaby.org) with a priority deadline of May 31st. Annual rate is \$31-33k, depending on experience.