



VOLUNTEER COORDINATOR

Position Title: Volunteer Coordinator (VC)
Position Status: Full-time, Exempt (32-40 hours)
Work Schedule: Monday through Friday, with some evenings and weekends when programs and events are held
Reports To: Operations Director

Required Skills/Abilities:

- High school diploma, Bachelor's Degree preferred
- Demonstrated experience managing a volunteer program and large groups of volunteers at events
- Ability to work a flexible schedule to accommodate attendance and volunteer supervision at Cornerstone of Hope events and programs
- Ability to work in a fast-paced environment and multi-task effectively
- Willingness to adjust work to accommodate expected and unanticipated changes, and changing priorities
- A pleasant, outgoing personality
- Strong customer service, and professional interpersonal communication skills

Overview:

Cornerstone of Hope, Ohio's leading provider of bereavement services, is seeking a full-time, experienced, Volunteer Coordinator. The ideal candidate will possess our core values of faith, compassion, commitment, and passion. Our core values shape the culture of the entire organization. The value of faith is at the heart of our work and Cornerstone of Hope believes that Jesus is the cornerstone of its mission. We welcome and serve all who seek support, just as Christ welcomed and served all.

Job Description:

The Volunteer Coordinator will administer all aspects of our volunteer program including recruiting, training, and supervising volunteers, and provide crucial support to our clinical, operations, and development staff.

Primary Responsibilities:

- Oversee and manage the volunteer program and its volunteers
- Nurture relationships with existing volunteers
- Re-engage lapsed or previous volunteers
- Recruit new volunteers using a variety of resources and techniques
- Design and implement new volunteer orientation meetings and hold ongoing meetings with current volunteers
- Create and oversee volunteer policies and procedures and review them annually
- Track volunteer hours, review current system, and maintain statistics and records
- Create and distribute a monthly newsletter illustrating past events and future volunteer opportunities for current volunteers

- Ensure sufficient numbers of and oversee volunteers participating in all Cornerstone of Hope programs and events
- Coordinate volunteer recognition and appreciation events and activities
- Participate in programs and services affiliated with Cornerstone of Hope (i.e. Remembrance Ceremonies, Guest Speakers, fundraising and community events, etc.)
- Promote Cornerstone of Hope to the community, businesses, schools, and churches
- Attend regularly scheduled staff meetings
- Adhere to confidentiality law and procedures at all times
- Perform other duties as assigned, requested or deemed necessary by management

Orientation, 45 & 90-day Review:

All new employees are on a 90-day probation period. After 90 days, Cornerstone of Hope will meet with the employee to discuss the work environment, goals and expectations, and whether the working relationship should continue.

To be considered candidates must:

- Submit a resume.
- Submit a cover letter.

Cover letter should focus on helping us learn about you, and how you demonstrate Cornerstone of Hope's core values of faith, compassion, commitment, and passion.

Please submit your resume and cover letter to Maryann at maryann@cornerstoneofhope.org