



Gathering for Women · Monterey

Volunteer Coordinator

This position is based at Gathering for Women's Day Center, in Monterey, CA, under the supervision of the Executive Director. Gathering for Women – Monterey (GFW) is seeking a caring, flexible, highly organized professional that has excellent communication skills, and enjoys working with a variety of people.

Volunteers have been at the center of all we do since we started in 2014. The Volunteer Coordinator position is an exciting opportunity to join an organization poised for significant growth and is essential to expanding our programs and establishing new relationships. The Volunteer Coordinator will develop and implement strategies for identifying new volunteers, maximizing current volunteers, and renewing lapsed volunteers. The Volunteer Coordinator's responsibilities include recruiting and training new volunteers, matching volunteers to opportunities that suit their skills, and keeping volunteers informed.

Major duties and responsibilities may include, but are not limited to:

- Recruit, train, and supervise new volunteers.
- Match volunteers to opportunities suited to their skill set and interest.
- Vet new volunteers in general procedures, as well as specific procedures related to volunteer position.
- Keep new and existing volunteers informed about the organization and volunteer opportunities.
- Assist in coordinating volunteer schedules.
- Provide human resources administration support including assisting with completing and submitting required confidential HR documents pertaining to volunteers; and/or assists with new hire/new volunteer orientations.
- Provide administrative support for Executive Director, staff and office volunteers.
- Generate documents, reports, correspondence and presentations.
- Assist with filing systems (electronic and/or physical); designs or modifies forms and maintains up-to-date resource materials.
- Create electronic correspondence templates and communications.
- Assist with food services preparation and other service delivery as needed.
- Provide customer service to the general public, GFW guests, employees, volunteers, contactors, and representatives of other agencies.

- Other duties as assigned.

Work Environment:

Typical work schedule is 30 hours, spread over the course of a Monday through Friday workweek, during daytime hours. Hours may vary and may include evenings, weekends, or holidays on occasion. The Day Center is open from 8:00 am to 4:00 pm Monday through Thursday and 8:00 am to 2:00 pm on Friday. Breakfast volunteers arrive at 7:15 am.

Office environment is working with volunteers, staff, and homeless and housing insecure guests. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.

This role requires the use of a cell phone and computer. The Volunteer Coordinator may be required to drive on occasion. He/she may be required to stand, walk, stoop, and bend continually throughout the workday. Occasionally, the Volunteer Coordinator may be called on to lift up to 20 lbs.

Qualifications:

The ideal candidate will possess proven ability or accomplishment in the following:

- Demonstrated success with the duties listed.
- Exemplary and compassionate customer service skills.
- Excellent oral and written communication skills.
- Effective interpersonal and relationship building skills.
- Ability to partner and communicate with a variety of internal and external contacts.
- Excellent planning, organizational, time and project management skills.
- Excellent attention to detail.
- Multi-tasking skills; flexibility.
- Ability to manage work assignments independently.
- Ability to maintain confidentiality.
- Ability to take initiative to accept new assignments and challenges.
- Experience working effectively in both independent and team situations.

Education and Experience: Bachelor's degree preferred. Three years of experience in volunteer management and recruitment strongly preferred. Excellent writing and communication skills. Proficiency in Microsoft Word and Excel, and experience with Sign-up Genius or similar volunteer tracking software.

In addition to possessing these qualifications, the ideal candidate will be creative, organized, and collegial. He/she must be a self-starter. Must be flexible and open to new ideas, as well as

the ability to be flexible in a frequently changing environment. Prior experience working with vulnerable populations is strongly desired.

Background: Employment with GFW is subject to a successful background check (fingerprinting).

Compensation:

This is a 30-hour a week position that could lead into full time employment. Rate of pay is \$20 to \$25 per hour depending on experience. This is a non-exempt position. Benefits include pro-rated paid holidays, vacation, and sick time.