Volunteer Coordinator - Fort Worth

Job Details

Job Location
USA-TX-Fort Worth

Travel Percentage
Local travel using own vehicle

Position Type
Full Time

Job Shift
Day

Description

The Volunteer Coordinator is responsible for brokering RST’s relationship with valued volunteers. The Volunteer Coordinator recruits, trains, and supports volunteers to have a rewarding experience while donating their valuable time to RST. The Volunteer Coordinator will need to interface with different program supervisors in order to address each program’s volunteer capacity needs. The Volunteer Coordinator job is first and foremost responsible for recruiting and integrating volunteers into the Reception and Placement, Matching Grant and Preferred Communities programs.

- Recruit, train, orient, and supervise volunteers to assist with resettlement and other agency programs
- Provide a regular new volunteer orientation to prospective volunteers including RST volunteer policies
- Facilitate volunteer training to assist the volunteer be successful in achieving task delineated on the volunteer job description
- Ensure volunteers assigned to a project/program/tasks experience a smooth hand off to agency support staff
- Ensure sufficient volunteer capacity to assist with resettlement program needs: apartment set ups, including purchasing household goods, grocery shopping, and preparing apartments for newly arriving families; airport pick-ups; transportation to jobs or medical appointments, social security application
- Conduct outreach to the community to increase visibility, develop relationships, generate donations, and strengthen partnerships to provide sustainable support to clients
- Act as a liaison with community and faith-based groups who wish to aid incoming families through cash, in-kind, and mentoring support (i.e. Welcoming Committees)
- Recruit and organize Welcoming Committees for newly arrived families; report all activity to the Resettlement Supervisor
- Maintain volunteer files and tracking system of volunteer information and support; ensure that all relevant data on volunteer hours and donations has been accurately captured and recorded
Ensure completion of all donation reporting for the Matching Grant and USRAP programs
Prepare and submit monthly MG in-kind donation reports
Log and report on number of volunteers, number of volunteer activities, volunteer hours, volunteer project outcomes, donations, and/or cash contributions
Obtain feedback from volunteers on their experience using RST evaluation tools
Coordinate regular volunteer appreciation; engage creativity to acknowledge volunteers
Coordinate with local development and marking/communications staff regarding volunteer activities, exceptional volunteer performance, volunteers interested in donating to RST
Participate in webinar, agency, and national trainings as assigned
Complete all other job duties as directed

Qualifications

- Bachelor’s Degree preferred
- Ability to speak in another language preferred
- Excellent communication skills both verbal and written English, fluency in an additional language a significant plus.
- Previous experience working in a position, for at least one year, that required public outreach, continual use of public speaking skills, and advocacy
- Computer proficient including Microsoft Office applications (Word, Excel, and Outlook)
- Valid Texas driver’s license and minimum mandatory Texas automobile insurance coverage; Must have a car for frequent local travel