Triangle Family Services

**Volunteer Coordinator**

**Volunteer Position Title:** Volunteer Coordinator

**Volunteer Position Start Date:** Immediately

**Department:** Administration

**Reports To:** Volunteer Coordinator

**FLSA Category:** Volunteer Position

**Pay Range:** $0.00

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Triangle Family Services (TFS) is a dynamic nonprofit human services agency with an 87-year history of serving families in crisis in Wake County and surrounding communities. Our lifechanging programmatic work includes trauma-focused mental health services, domestic violence interventions, supervised visitation, housing stabilization services, homeless engagement, and financial counseling. ([www.tfsnc.org](http://www.tfsnc.org)).

**Volunteer Summary Statement**

A Volunteer Coordinator will work closely with leadership to interview and hire volunteers and place them in different roles based on their abilities and skills. The person in this role will maintain accurate records of progress, manage training courses, work with directors and managers to ensure their needs are met, and help address any issues that arise.

**Volunteer Coordinator Duties & Responsibilities**

* Source and recruit volunteers through various techniques
* Collect information on availabilities and skills
* Arrange for appropriate training when needed
* Produce schedules for everyday activities
* Assign responsibilities to the right people for special events
* Coordinate teams of volunteers for large-scale actions
* Communicate frequently with volunteers to ensure they are satisfied and well-placed
* Serve as a point of communication between volunteers, staff, and leadership, ensuring that information is disseminated effectively.
* Disseminate information for upcoming actions and events
* Keep detailed records of volunteers’ information and assignments
* Εnsure the purpose of the organization and its actions is clearly communicated

**Desired Education, Experience, Skills, and Knowledge**

* BSc/BA in business administration, human resources, human services or relevant field will be appreciated
* Proven experience as operations director or similar position
* Experience volunteering in nonprofits and/or locally
* Experience in recruiting through various channels
* Working knowledge of databases and MS Office (especially Excel)
* Able to communicate effectively with diverse people
* Excellent organizational and team coordination abilities
* A pleasant, outgoing personality

**Values**

* Integrity: We act in a manner consistent with our words and beliefs
* Honesty: We deal with each other in a straightforward manner
* Respect: We treat others with care and consideration
* Courage: We pursue our beliefs with strength and perseverance
* Diversity: We seek; value; and respect differences among our teammates
* Balance: We strive for stability and vitality in our lives

**Volunteer Hours and Conditions**

On-site volunteers work in 4-hour shifts – morning, early afternoon, or late afternoon – on various days of the week including weekends. Must be able to sit or stand for varied periods of time throughout the day.

This volunteer position will function in a fast-paced environment that requires both independence and collaboration; TFS identifies teamwork as one of our core workplace values. Most TFS employees wear multiple hats and regularly encounter opportunities to expand their skills, knowledge, and reach. We take our commitment to our clients and our donors very seriously: we work hard. We also, however, find joy, hope and fun in our daily work activities and collegial interactions.

Please submit a cover letter to volunteer@tfsnc.org with the position title (**Volunteer Coordinator**) in the subject line.